

**DAYTON REGIONAL STEM SCHOOL**

**STUDENT HANDBOOK**

**AND**

**CODE OF CONDUCT**

**2019-2020**

It is the policy of DRSS not to discriminate on the basis of race, religion, color, national origin, gender, sex or disability in its educational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. All Dayton Regional STEM School Board approved policies can be accessed through the Dayton Regional STEM School website (<http://neola.com/daytonstem-oh/>).

**2019-2020**  
**Dayton Regional STEM School Calendar**

	M	T	W	TH	F	
<b>August</b>				1	2	
	5	6	7	8	9	8/12 - PD Day; 8/13 - Teacher Work Day
	12	13	14	15	16	8/14 - First Day of School
	19	20	21	22	23	8/29 - Meet the Teacher Night
	26	27	28	29	30	8/30 - Plan E Day
<b>September</b>	2	3	4	5	6	9/2 Labor Day - No School Staff or Students
	9	10	11	12	13	
	16	17	18	19	20	9/20 - Plan E Day - Team Meetings for Staff
	23	24	25	26	27	
	30					
<b>October</b>		1	2	3	4	
	7	8	9	10	11	10/10 - End of Quarter 1
	14	15	16	17	18	10/11-10/15 - Fall Break - No School for Staff/Students
	21	22	23	24	25	10/28-11/1 - Parent/Teacher Conferences - Grade Level Specific
	28	29	30	31		10/31 - Plan E Day - 6th Grade Only
<b>November</b>					1	11/1 - No School for Staff/Students - Conference Exchange
	4	5	6	7	8	11/7-8 - Professional Development - No School for Students
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	11/27-11/29 - Thanksgiving Break
<b>December</b>	2	3	4	5	6	12/12 - Exhibition Night
	9	10	11	12	13	12/13 - Plan E Day
	16	17	18	19	20	12/20 - End of Quarter 2
	23	24	25	26	27	12/23-1/3 - Winter Break - No School Staff/Students
	30	31				
<b>January</b>			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	1/20 - Martin Luther King Day - No School Staff/Students
	27	28	29	30	31	
<b>February</b>	3	4	5	6	7	2/7 - Plan E Day - Team Planning Meeting
	10	11	12	13	14	
	17	18	19	20	21	2/17 - Presidents' Day - No School Staff or Students
	24	25	26	27	28	
<b>March</b>	2	3	4	5	6	3/5 - End of Quarter 3
	9	10	11	12	13	3/6 - Staff PD Day - No School for Students
	16	17	18	19	20	3/16-3/19 - Spring Conferences - Grade Level Specific
	23	24	25	26	27	3/20 - Conference Exchange Day - No School Staff/Students
	30	31				March 30 - April 3 - Spring Break
<b>April</b>			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	4/17 - Plan E Day - Team Planning Meetings
	20	21	22	23	24	
	27	28	29	30		
<b>May</b>					1	5/12 - End of Quarter 4
	4	5	6	7	8	5/13 - Teacher Work Day - No School for Students
	11	12	13	14	15	5/14-5/28 - STEMmersion
	18	19	20	21	22	5/25 Memorial Day
	25	26	27	28	29	5/28 - Last Day of School - Exhibition Night
<b>June</b>	1	2	3	4	5	5/29 - PD/Work Day
	8	9	10	11	12	
	15	16	17	18	19	

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## **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.

## **MESSAGE FROM ADMINISTRATION:**

Welcome to the 2019-2020 school year at the Dayton Regional STEM School (DRSS). This Student Handbook is a common set of expectations for students, staff, parents and visitors of our school. Please read through the content thoroughly as many common questions are addressed in the document. We also encourage you to provide feedback about this handbook by contacting us directly.

The content of the Student Handbook is reviewed by the Board of Trustees and is intended to be consistent with formally adopted Board of Trustees Policies. If there is an apparent contradiction between information in the Handbook and a formally adopted Board of Trustees Policy, the school administration will interpret the Handbook in a way that is consistent with policy. The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school. If changes are made to the Handbook during a school year, the administration will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

Thank you for your continued support of our school community. We look forward to an outstanding 2019-2020 school year.

Sincerely,

Robin Fisher  
Superintendent/CAO  
[Robin.Fisher@wright.edu](mailto:Robin.Fisher@wright.edu)

Andrew Sears  
Middle School Principal  
[Andrew.Sears@wright.edu](mailto:Andrew.Sears@wright.edu)

Jessica Short  
High School Principal  
[Jessica.Short@wright.edu](mailto:Jessica.Short@wright.edu)

## **SECTION I: GENERAL INFORMATION**

### **1.1 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 (i.e., suspension and expulsion) and attendance will be transferred to the new school within 14 days of the parent's notice or request (5130<sup>1</sup>).

### **1.2 SCHEDULE**

The hours of the school day for the 2019-2020 school year will be: 8:15am until 3:15 pm (8210). Each day, students attend classes for six periods. Student's 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.

The school building will open at 7:30 am. Any student who enters school prior to 8:15 am or stays after 3:15 pm must remain in assigned areas. For safety reasons, students will not be permitted to leave the premises once they enter the school building in the morning. Students must also abide by the handbook policy on Before/After School Time in Section IV (The Student Code of Conduct).

### **1.3 EMERGENCY CLOSINGS AND NOTIFICATIONS**

If on-site classes are cancelled due to inclement weather or other conditions, the school will notify students and parents via announcements on local television and radio stations, the school website, ONE CALL NOW and by email alert. If on-site classes are cancelled, students will check *Schoology* for their daily assignments. **Work assigned on E Days must be completed in order to count for attendance. Those not completing their work will be considered "Absent".**

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

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<sup>1</sup> Numbers cited in parenthesis reference DRSS Policy numbers, which can be found online at <http://neola.com/daytonstem-oh/>.

## 1.4 COMPULSORY ATTENDANCE

State law requires all children between the ages of 6 and 18 to attend school until the state mandated requirements have been met. **Per HB 410, we now operate under a 65-hour absence policy meaning we no longer are permitted to count absences by days but rather by minutes/hours. DRSS is obligated to investigate and report violations of the state compulsory attendance law.** A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school or is forced to not attend by their parent or guardian.

Frequent tardiness may also be addressed with disciplinary action by DRSS, which is covered in the Student Code of Conduct.

There are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of the student (including those over the age of 18), if she or he is sick and will not be at school that day, or will be leaving early, parents are required to call the school office or send an email to [attendance@daytonstemschool.org](mailto:attendance@daytonstemschool.org) to inform the school of the absence. If a student is absent from school for any reason and there has not been a parent phone call or email, the student must bring a note signed by the parent explaining the reason for their absence upon returning to school. If there is no parent phone call or email and the student does not bring a signed note within three days of the absence, the absence will be classified as unexcused.

## 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 must seek approval from the middle school or high school administrator two weeks prior to leaving. Approval of vacations will be dependent upon the student's scholastic status and attendance. Vacation requests shall not be granted to students who have been absent 65 hours or more.

Projects, presentations, or other assignments may not be available in advance or for makeup, even with an administrator's vacation approval. Depending on the situation, this could result in your student not receiving credit for work missed.

## STEMmersion Attendance

STEMmersion is an integral component of the unique educational experience found at DRSS and student participation is not optional. Each day of STEMmersion is considered a regular school day, therefore student attendance during each day of STEMmersion is mandatory. Two



or more absences during STEMmersion may result in a failing or lower grade. Please do not schedule activities such as vacations, camps, or trips during STEMmersion.

## **1.5 EQUAL EDUCATION OPPORTUNITY**

It is the policy of the DRSS not to discriminate on the basis of race, religion, color, national origin, gender, sex or disability in providing education services, activities and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Any person who believes that discrimination has occurred on the basis of race, color, disability, religion, gender, or national origin, while at DRSS or a DRSS activity should contact the school's Compliance Officers, immediately:

**Jessica Short**  
**High School Principal**  
[Jessica.short@wright.edu](mailto:Jessica.short@wright.edu)

**Andrew Sears**  
**Middle School Principal**  
[andrew.sears@wright.edu](mailto:andrew.sears@wright.edu)

Complaints will be investigated according to the Board of Trustees 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)

## **1.6 STUDENTS WITH DISABILITIES**

The American Disabilities Act (ADA) 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 the law, 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. The School Counselors have more information about the evaluation procedures, programs, and services (2460).

## **1.7 ANTI-BULLYING, HARASSMENT, AND HAZING**

Harassment, intimidation, hazing or bullying of any sort is strictly prohibited at DRSS and will not be tolerated. In compliance with federal law, DRSS has adopted a Policy Against Discrimination and Unlawful Harassment. A copy of the Policy is attached to this Handbook as Appendix A. The policy can also be found on the School's website. To access the policy online, simply click on the "Student Safety" section of the "Current Parents" tab. The Policy is available as a hyperlink. Please visit [Policy Number 5517.01](#)

This applies to students and teachers during all activities, including activities on school property, on a school bus, or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as

field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy also includes cyber bullying (such as social media postings, e-mails, text messages, tweets, phone calls, etc.).

DRSS encourages prompt reporting of all perceived incidents of discrimination, harassment, sexual violence, or retaliation, regardless of the offender's identity or position. All DRSS employees are required to immediately report such incidents in writing to the school's Title IX Coordinator regardless of whether it is based on the employee's own observations, on information from the student, the student's parent, or a third party. All complaints of discrimination, harassment, sexual violence, or retaliation will be promptly and equitably investigated.

## **1.8 HOMELESS STUDENTS**

Homeless students must be provided with education in the same manner as other students. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, please contact the DRSS Superintendent/CAO (5111.01).

## **1.9 STUDENT RECORDS & DIRECTORY INFORMATION**

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 under the Family Rights and Privacy Act (FERPA). "Directory information" is the student's name, photograph, address, age, field of study, dates of attendance, grade level, and participation in extracurricular activities and clubs.

The primary purpose of directory information is to allow the DRSS to include this type of information from your child's education records in certain school publications and through social media/internet. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Extracurricular activity sheets (promotion of the events and activities and awards)

DRSS may also receive federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent.

**If parents do not want DRSS to disclose directory information from their child's education records without your prior written consent, DRSS must be notified in writing within 14 days of receipt of this Handbook.**

DRSS will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll. DRSS will comply with a lawful subpoena for student education records, and will release educational records to a juvenile justice agency when so required.

- 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). Records can be reviewed in administrative offices during regular office hours, from 8:15 a.m. to 3:15 p.m. Originals cannot be removed but can be copied upon a written request from the parent.
- Parents and students can file a complaint if they believe their rights under Federal law have been violated (see Form 8330 F9 in NEOLA Policy)

## **1.10 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 addresses.

ONE CALL NOW is another method of communication that is used to keep parents informed. To receive **TEXT ALERTS**: *please text the word “alert” to 22300.*

Parents who elect NOT to communicate with DRSS via email are required to notify the school in writing.

## **1.11 STUDENT HEALTH AND 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, and procedures for handling and reporting accidents. State law 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 to 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. A school official 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).

### **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 (5320).

### **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**

Students who need to take medication during the school day must have a “Medication Form” filed with the office. This includes prescribed and over-the-counter medication. 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 Administration 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 (8450).

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

When a noncasual-contact communicable disease is suspected, the student’s health will be reviewed by a panel of resource people, including the County Health Department. DRSS will protect the privacy of the student affected and those in contact with the affected student. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion (8453).

### **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).

## **1.12 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).

## **1.13 VISITORS**

The Dayton Regional STEM School is open to visitors, and anticipates that many parents, alumni, 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 enter through the front entrance and register with the office upon arrival. Visitors are required to sign in and wear a visitor’s badge while in the building. Students are not permitted to let anyone into the building other than the front entrance.

Anyone who needs to confer with a DRSS staff member should call for an appointment before coming to DRSS in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior permission (9150).

#### **1.14 SEARCHES OF CUBBIES, VEHICLES, AND ELECTRONIC ITEMS**

Cubbies and students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students should not have an expectation of privacy with respect to their cubbies as they can be searched at any time. Students will be held responsible for all contents within their cubbies and should not allow other students access to it. If any contraband is found in their cubby, they will be disciplined accordingly if DRSS staff determines it necessary.

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule (possession of contraband, etc.). If reasonable cause exists to believe that a student is in violation of the Acceptable Use Policy, the principal or other school administrator may also search electronic items in the student's possession. The scope of any search will be related to the suspected violation (5771).

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and contents of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Local law enforcement officials may periodically bring trained dogs to sniff lockers or around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a locker or vehicle, that alert provides a reasonable basis to search. Students will always be asked for permission to search their vehicle when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, parents and local law enforcement will be contacted and the matter will be handled by police.

School officials may search any electronic device that is property of the school. If it is determined that there is a violation of the Acceptable Use Policy, students may be subject to disciplinary action which may include:

- Detention
- Restitution
- Loss of Privileges
- Suspension

#### **1.15 QUESTIONING STUDENTS AT SCHOOL**

School teachers and administrators have the right to question students about their own conduct at school and, in the investigation of alleged misconduct by other students, to question them about the

conduct of others. School officials will not ordinarily contact the parents or guardians before questioning their child about his or her own conduct or about the conduct of other students, but certainly will contact the parent or guardian as provided in the Student Code of Conduct if the investigation shows that the student has violated school conduct rules.

The Student Code of Conduct provides a complete explanation of the discipline processes and when a parent or guardian will be contacted. The investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “pleading the Fifth” or a student’s right not to incriminate him or herself in a school discipline investigation (5540).

Sometimes, law enforcement officials or investigators from Child Protective Services may ask to interview students at school. In the case of an investigator from law enforcement or a state agency who is conducting a child abuse or neglect investigation, DRSS officials are required by state law to permit the investigator to talk to the child at school.

#### **1.16 USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom, Innovation Space and manufacturing spaces. This includes all technology, 3D printers, laser cutters, vinyl cutters, etc. Students must seek permission from the Superintendent/CAO prior to using any other school equipment or facilities. No students are permitted to be in the innovation and manufacturing spaces without teacher’s supervision. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. Possible consequences of misuse or unapproved use of school equipment may include financial and/or school approved disciplinary action.

## SECTION II: ACADEMICS

### 2.1 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. The purpose of advisories is to foster and reinforce school culture, to oversee and support the creation of student portfolios and to provide academic assistance.

### 2.2 COURSES OF STUDY/COURSE MATERIALS

Students will be enrolled in a core curriculum at DRSS. All courses of study, texts and materials will be Board of Trustees approved (2210, 2240, 2510). Parents have the right to review instructional materials used as part of the educational curriculum for their student (5780).

### 2.3 STUDENT FEES

In accordance with State law, DRSS may charge fees for activities and materials used for instruction (6152, 6152.01).

Fees for the 2019-2020 School Year are as follows:

- \$200.00 for middle school students
- \$200.00 for high school students
- \$20.00 for student parking

Student fees can be paid online via our website ([www.daytonstemschool.org](http://www.daytonstemschool.org)) or can be paid at the school office.

### 2.4 GRADUATION REQUIREMENTS

Students are required to earn **24 credits** to graduate from the Dayton Regional STEM School (5460), including credits in the following areas:

Mathematics	4 Credits
Sciences	4 Credits
Language Arts	4 Credits
Social Studies	3 Credits
Foreign Language	3 Credits
Art	1 Credit
Health	1/2 Credit
Physical Education	1/2 Credit
Internship	1/2 Credit
Electives	3 1/2 Credits
<b>TOTAL</b>	<b>24 Credits</b>

A student enrolled in special education may be exempted from state or nationally mandated assessments. This exemption will be determined by the student's Individualized Education Plan (I.E.P.) Team.

Unless exempted according to State of Ohio rules/laws, each student must pass all portions of the State-mandated assessment test required for graduation.

## **2.5     STUDENT PORTFOLIOS**

All students in grades 6-12 are required to create a portfolio of their work throughout the school year. Digital portfolios at DRSS are used to assess students' performance not only in academic subjects in which they are earning credit, but also on the qualities valued at the school: *Persistence, Inquiry, Communication, Creativity, and Collaboration*.

**All portfolios will result in a grade on the student's report card. High school students will earn ½ credit for their completed portfolio if they earn a passing grade. This grade will appear on their transcript.**

## **2.6     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	89.5% or higher
B	79.5% to 89.4%
C	69.5% to 79.4%
F	0-69.4%

The DRSS grading scale will be: A, B, C or F. "I" (In Progress) designation will only be used on a case-by-case basis. Report cards will have numeric grades (grading scale above), alpha grades will appear on high school transcripts.

Please see an administrator for information on the grade appeal process.

## **2.7     HOMEWORK**

Student grades will reflect the completion of all work, including work assigned as homework. Homework is also an important component of the student's preparation for classroom assessments (2330).



## **2.8 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 credit recovery work before the beginning of the next school year.

## **2.9 ACCELERATION**

Students may be nominated for acceleration by teachers, administrators, parents and the student him/herself. Decisions regarding acceleration will be determined through the acceleration assessment process approved by the Ohio Department of Education. Contact the Principal in order to nominate a student for grade acceleration (5410).

## **2.10 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 0.25 credit). Point values are as follows: A=4.0; B=3.0; C=2.0; F=0. A “Pass” grade is not averaged into the GPA.

## **2.11 HONOR ROLL**

Students will be recognized for DRSS Honor Roll at the end of each quarter and for the school year. Students who earn a 4.0 will earn “High Honor Roll”; students with a 3.5 or above will earn the “Honor Roll” distinction.

## **2.12 EDUCATIONAL OPTIONS**

The Dayton Regional STEM School offers a Flex Credit option, which provides an alternative means by which students can achieve the goals of the District, as well as his/her personal educational goals. The Flex credit application is available through the school counselors or the main office.

## **2.13 COLLEGE CREDIT PLUS**

The Dayton Regional STEM School participates in the College Credit Plus (CC+) program. Each year, prior to March 1, DRSS will provide information regarding the CC+ program to eligible students, and their parents. When possible, college level courses will be offered at DRSS to junior and senior students based on student interested and availability. Contact the school counselor for more information on college credit options.

## **2.14 EARLY GRADUATION**

The Dayton Regional STEM School does not permit early graduation from high school.

## **2.15 FIELD TRIPS and STEMMERSSION**

Field trips, including overnight STEMmersion 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 at DRSS. Medications normally administered at school will be administered on field trips. This Handbook and Student Code of Conduct applies on all field trips and out of school activities (2340)

Students may be removed from field trips, including STEMmersion trips if academics, attendance, behavior, or health issues are an issue during the current school year. DRSS will not be responsible for any financial losses if a trip is cancelled or a student is removed from the trip.

Guidelines for possible removal:

- Below a 2.5 GPA or any failing grades
- More than 5 unexcused absences
- Student receives an out of school suspension or chronic discipline issues
- Overall safety and well-being of all students considered
- Any unpaid school fees will disqualify a student from participation in overnight field trips

## **SECTION III: OTHER STUDENT ACTIVITIES**

### **3.1 EXTRACURRICULAR ACTIVITIES**

DRSS offers school-related extracurricular activities and encourages students to participate in those that are of interest to them. Most activities are closely related to subjects taught in the curriculum; others, such as the Student Council and National Honor Society, help students build leadership skills.

Participation in extracurricular activities is a privilege, not a right. Students must maintain a 2.5 GPA and have no failing grades in the quarter preceding their participation in any extracurricular activity, performance or competition.

### **3.2 AFTER SCHOOL CLUBS**

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

1. Submit DRSS Club application to the Superintendent/CAO
2. Each proposal should include:
  - a. The names and signatures of five or more students that want to start and join the club;  
and
  - b. The names and signatures of potential sponsors/advisors for the club.

The Superintendent/CAO will work with the sponsor/advisor to determine how much time, money, and effort it will take to get the club going. Once the Superintendent/CAO and the sponsor/advisor have given approval, the sponsor/advisor and the interested students will be responsible for scheduling meetings, establishing mission and goals and determining activities (2430).

### **3.3 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 Superintendent/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.). Staff and students must fill out a fundraising application and submit it to their grade level administrator for approval from the appropriate principal and superintendent two weeks prior to the event.

### **3.4 STUDENT DRIVING/PARKING**

Student over 16 with a valid drivers license may choose to drive to DRSS 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 or can be found on the school website: [www.daytonstemschool.org](http://www.daytonstemschool.org). There is a \$20.00 charge associated with the Parking Regulations and Agreement Form. Applications must be submitted to Mrs. Short and approved before you are allowed to DRSS and park.

## **STUDENT PARKING:**

- Students who drive to school and park in the student parking area are required to purchase and display an official current school year parking permit.
- Students are prohibited from parking in areas outside of the designated student parking area.
- Safe driving and following all traffic patterns must be observed on school property and all parking lots connected to DRSS property.
- The speed limit is 10 mph.
- Pedestrians must be given the right away at all times.
- Zero horseplay will not be tolerated in or around the parking lot (or adjacent parking lots) at any time.
- The school administration has the right to search and/or inspect vehicle(s) on school grounds when there is reasonable suspicion that the vehicle contains an item(s) described below:
  - Alcohol, drugs, tobacco products, weapons, knives, or other items which students are prohibited from having on school property.
- Any illegal or prohibited items found in a vehicle may be confiscated and will result in appropriate discipline of the student in accordance with applicable school policies and may result in prosecution.
- In performing any search/inspection of any vehicle, school administrators may utilize police officers and devices or animals trained in locating particular items.

## **POSSIBLE CONSEQUENCES OF VIOLATIONS:**

- Official warning
- Student-administrator conference
- Detention
- Friday/Saturday School
- Revocation of driving/parking privilege
- Out of school suspension
- Vehicle towed at student expense

## **SECTION IV: STUDENT CODE OF CONDUCT**

### **4.1 STUDENT RIGHTS AND RESPONSIBILITIES**

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 (5200, 5500). Dayton Regional STEM School uses video surveillance/electronic monitoring of school facilities (7440.01).

### **4.2 CONSEQUENCES FOR VIOLATING STUDENT 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 will be reported to law enforcement officials and will result in a school disciplinary action as well. Certain criminal acts may result in expulsion from school. Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal (5611).

### **4.3 ATTENDANCE (ABSENCES AND TARDINESS)**

The educational program offered by DRSS is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which they have been assigned. Students will be in class by 8:15 am each day. If they arrive after 8:15 am, they will be considered tardy and minutes will be counted towards their total hours absent.

#### **Tardies:**

When a student accrues three (3) unexcused tardies to school or three (3) unexcused early dismissals from school within one quarter, the student will receive a documented warning. If the student accrues more than six (6) unexcused tardies to school within one quarter, a conference with the student will be scheduled with the administration.

## CONSEQUENCES:

- 3<sup>rd</sup> tardy receives a documented warning
- Any tardy beyond 5 receives after school detention and parent contact.

Per HB 410, we now operate under a **65-hour absence policy** meaning we no longer are permitted to count absences by days but rather by minutes/hours. Medical notes shall be required for every absence after the 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both. The physician's written excuse or court documentation must be received within three days of the absence. Physician's excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care.

**Excessive Absence:** a student misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse.

Procedure for excessive absences:

1. The district will notify the student's parent in writing within seven days of the triggering absence
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

**Habitual Truancy:** a student is absent from school without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in school year.

Procedure for excessive absences:

1. Within seven days of the triggering absence, the school will do the following:
  - a. Select members of the AIT (Absence Intervention Team)
  - b. Make three meaningful attempts to secure the student's parent/guardian's participation on the AIT
  - c. Within ten days of the triggering absence, the student will be assigned to the AIT
  - d. Within fourteen days after the assignment of the team, the district will develop the student's Absence Intervention Plan
  - e. If the student does not make progress on the plan within 61 days OR continues to be absent without legitimate excuse while the plan is in effect, the district will file a complaint in Juvenile Court

## **NOTIFICATION OF ABSENCES AND TARDINESS**

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, TARDINESS, OR EARLY DISMISSAL (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 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)
- Medical appointment (with appropriate documentation)
- Illness in the family requiring the student's presence at 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.

### **MAKE-UP OF SCHOOL WORK**

Work to be made up for excused absences will be determined by the individual teacher. As a guideline, students will be given a one-day grace period for each day of absence. Students absent one day prior to a project due date or test, will still be expected to turn their project in on time and take their test the day they return. This is due to the fact that they had advance notice of the deadline and had access to work online through teacher websites, or Schoology. Work missed during an unexcused absence, should be submitted, but no credit will be earned.

Absence due to suspension will not be counted toward the student's total HB410 hours and they will be permitted to make up work for full credit while suspended.

## **4.4 SCHOOL LUNCH, FOOD, AND DRINK**

The price for a standard lunch is \$3.50 and may be paid into the student's account via the internet or cash/check at the start of each day. No debit/credit cards can be used at the lunch line. Students and parents are expected to keep a positive balance in their accounts so that no student misses lunch. If a student does not have their account up to date, or does not have enough money to buy the school lunch that day, they can "charge" up to 3 lunches before lunch service will be stopped. Any student with a negative lunch balance will not be allowed to purchase "extra" entrees. Applications for the School's Free and Reduced-Price Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact Molly Johnson.

All students are entitled to purchase a lunch or they can pack and bring their own lunch. DRSS does not provide refrigerator space for students who bring their own lunch. Microwaves will be available to

students who bring food from home. Three (3) minutes is set as the maximum time for using the microwaves per use; students are expected to keep the microwaves clean.

Students are permitted to take any seat in the 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 are to remain in the cafeteria commons area or at the discretion of an administrator. Electronic devices may be used during lunch according to the *ELECTRONIC DEVICES* policy.

All food and drinks must be consumed in the Cafeteria Commons area. Therefore, no food items or drinks are permitted in classrooms, Technology Commons or Fitness Commons, unless it is a DRSS-sponsored event with Principal or teacher approval. WATER in a bottle or closeable container is permitted outside of the cafeteria. Gum, hard candy and cough drops may be consumed in the classroom with the teacher's permission.

#### **4.5 BEFORE/AFTER SCHOOL TIME**

Students may arrive at DRSS as early as 7:30 am, but must remain in a supervised area until 8:00 am. After-school students who are not participating in a teacher-supervised activity must report to the after-school program at 3:30. Students who will be picked up by 3:45 pm may remain in the atrium or outside to wait for their ride. At 3:45 pm students will be sent to the After School Care Program and charged the daily rate of \$5.00.

Guidelines for After-School Program (ASP)

- Time – 3:30 pm – 5:30 pm daily
- \$25/week fee – payable online or in person (front office)
- \$5/day – daily drop in fee – payable in person to ASP manager
- Students picked up between 5:30 pm and 6:00 pm will be charged an additional \$5
- All students must be picked up at DRSS by 6:00 pm

**Upon arrival students are to enter the building and remain in the building.**

**Students staying after school waiting for transportation or participants in after-school activities are NOT permitted to leave the premises and then return. Once students leave, they are no longer the responsibility of DRSS and will not be permitted to re-enter DRSS.**

#### **4.6 DRESS CODE**

Students are expected to dress appropriately at school and at school-sponsored events. DRSS regularly interacts and works with business and community partners, and students are often involved as tour guides, and in job shadowing, internships and special days. As a result, students are expected to reflect this culture with acceptable attire.

**Any dress that interferes with the educational process will be considered unacceptable.**



**WE EXPECT:**

- One of our many goals is to prepare our students for the real world. Students will be expected to dress as young professionals entering the work force.
  - **Examples:**
    - Jeans (no large holes)
    - Khakis
    - Pants
    - Skirt or Dress (close to knee length or longer)
    - Sweatshirts
    - T-shirts
    - Polo shirts
    - Shorts (close to knee length or longer)
- Neatness, safety, good grooming and common sense will be followed when choosing articles to be worn to school.
- Parents should screen the wording of their child's clothing for suggestive language or prints.
- Apparel and appearance is not disruptive to the instructional process.
- Shoes are expected to be worn at all times.

**WE PROHIBIT:**

- Clothing that is too revealing due to length, size, or design
- Any head apparel including hats, hoods or head coverings, etc., unless pre-approved by an administrator for medical/religious reasons.
- Any visible undergarments
- Shorts, skirts, or dresses that are not fingertip length when standing straight
- Any clothing or method used to alter regular appearance that causes a disruption to the learning
- Words or illustrations that depict or infer violence, sex, drugs, or any potentially offensive imagery to visiting school stakeholders, staff or students
- Clothing that may present a safety hazard during educational activities (laboratory, fitness, etc.)

This would include, but is not limited to, short shorts, off the shoulder tops, sunglasses, spaghetti-strap tops, mini-skirts worn without shorts underneath, biking shorts worn alone, halter tops, net tops, muscle shirts and any top that exposes the abdomen.

**4.7 APPROPRIATE USE OF CUBBIES**

Although a student and the school may have joint control of cubbies, the student never has exclusive control of this property. With respect to cubbies, the following rules and standards shall be recognized and applied:

1. Student cubbies are the property of the DRSS and Board of Trustees, which are provided solely as a convenience for students to use.

2. Student cubbies are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
3. Students should not consider the cubby to which they have been assigned a private place.
4. Students should not place notes, brochures, or any other items in another student's cubby.
5. The school cannot be responsible for stolen and/or damaged books, materials and personal property from cubbies. Valuable items should not be stored in student cubbies.
6. Students are responsible for promptly reporting any missing items to DRSS staff and administration.
7. Writing or permanent attachments to the outside or inside of a cubby is prohibited, and any damage occurred through carelessness, kicking, slamming, etc., will be considered vandalism.

#### **4.8 USE OF ELECTRONIC DEVICES**

Electronics devices such as MP3 players, portable game systems, cameras (with permission) and cell phones may not be used in class unless permitted by the individual teacher. When students have emergency situations and need to call home, the school office should be contacted. Electronic devices may only be used in a way that is not disruptive to others. Phone calls may only be made before 8:15 am or after 3:15 pm, unless permission is granted by teacher or administrator. No headphones or ear buds should be used in hallways or during unapproved times.

UAV's and RC vehicles are not allowed at any time unless approved by a teacher or administrator.

It is the student's responsibility to secure all personal electronics.

#### **DRSS is NOT responsible for lost or stolen personal property (5136)**

##### **Consequences**

- First offense: Warning
- Second offense: Detention
- Third Offense: Friday School

#### **4.9 STUDENT NETWORK AND INTERNET ACCESSIBLE USE**

To prepare students for an increasingly technological society, DRSS has made an investment in computer technology for instruction purposes. These electronic instructional resources are for use at DRSS and for DRSS-related purposes. Student work may be displayed on the Board owned or district-affiliated servers.

Students and staff members are responsible for acceptable use of DRSS' computers/network and the internet at all times. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the internet through DRSS' computers/network assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by the DRSS policy and its accompanying guidelines (7540). **More 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.**

Consequences: Violations of this provision could result in suspension and recommendation for expulsion.

DRSS is pleased to provide internet services to its students. Students are encouraged to use the computers, network, and internet connection ("Network") for educational purpose. However, the Network has a limited educational purpose, and it has not been established as a public access service or a public forum. DRSS has the right to place restrictions on its use to assure that use of the Network is in accordance with its limited educational purpose.

Network users have no right or expectation to privacy when using the DRSS Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network). This is true even when users are accessing the school's Network via personal and privately owned smartphones, tablets, laptops, and other electronic devices.

Smooth operation of DRSS' Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities. In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

### **UNACCEPTABLE USES**

The following uses of the school's equipment or network are classified as **unacceptable**:

1. Accessing social media for personal use from DRSS' network. However, students shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.
2. The creation of web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail).
3. Unauthorized use of copyrighted material, including violating DRSS software licensing agreements or installing any personal software on DRSS equipment without prior approval.
4. Posting or distribution of messages that are obscene, vulgar, profane, sexually oriented, pornographic, highly offensive to others, highly threatening to others, or illegal.
5. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
6. Participating in chat rooms other than those sponsored and overseen by DRSS staff and administration.
7. Tampering with anyone else's computer, files, or e-mail.

8. “Hacking,” such as attempting unauthorized access to any computer whether within the school’s network or outside the network or using proxy sites to circumvent the network’s filtering system.
9. Any use that would be unlawful under state or federal law.
10. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
11. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
12. Use that violates the student code of conduct.
13. Use related to commercial activities or for commercial gain, including advertisement for purchase or sale of a product.
14. Downloading to a school computer any photo, materials, or messages that are obscene, vulgar, profane, sexually oriented, pornographic, or highly offensive.
15. Cyber bullying, which is intended to or which does adversely affect the safety and well-being of a student or disrupt the educational process.

Students who violate these acceptable use expectations will have their computer use restricted and will incur consequences under the school’s Student Code of Conduct.

#### **USE OF INTERNET FILTERS AND MONITORING**

DRSS periodically may make determinations on whether other incidental non-educational uses of the Network are consistent with this Agreement. Pursuant to Federal law, DRSS has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act.

At the discretion of the DRSS administration or Board of Trustees, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. Any student who attempts to disable the technology protection measures will be subject to discipline.

The staff or administration may temporarily or permanently unblock access to sites containing appropriate materials, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective nature or guidelines of the technology protection measures.

The staff or administration will monitor the user’s online activities, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical, steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not limited to, visual observations

of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Pursuant to Federal law, students shall receive education about the following during ACE (an Accepting Culture for Everyone) week:

1. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
2. The dangers inherent with the online disclosure of personally identifiable information;
3. The consequences of unauthorized access (e.g., “hacking”) bullying and other unlawful or inappropriate activities by students online; and
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

### **PRESERVATION OF RESOURCES AND PRIORITIES OF USE**

Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without permission. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board of Trustees reserves the right to require the purging of files in order to regain disk space.

Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

Non-educational game playing is not permitted at any time.

### **NETWORK ETIQUETTE**

In addition to the unacceptable uses listed above, DRSS asks that students and staff abide by generally accepted rules of Network etiquette, which include but are not limited to:

1. Be polite and use appropriate language.
2. Do not obtain copies of, or modify files, other data, or passwords belonging to other users without express authorization.
3. Do not misrepresent yourself or others on the Network.
4. Do not reveal any personal information about yourself, other students, or school employees, including phone numbers, social security numbers, passwords, etc.
5. Do not use the Network in any way that would disrupt the operation of the Network; abuse the software and/or hardware; or excessively consume limited computer, paper or telephone resources, such as through spamming, creating or forwarding mass e-mails, sending chain letters, or extensively using the Network for non-curriculum-related communications.
6. Report to staff and administration any messages or other communications (either from other students or external sources) that you receive via the Network or other activities that violate the school's policies, the law, or that cause you concern.

#### **4.10 STUDENT PUBLICATIONS/DISTRIBUTION OF MATERIALS**

DRSS encourages the use of technology by students for both preparation and presentation of materials. However, all materials prepared and published as part of a school program are under the control and supervision of the staff and administration, which has final approval authority on all materials published or distributed in the name of the school, its programs, or its extracurricular activities. Students are not permitted to distribute non-school publications or materials in classrooms or hallways or on school-related websites that could in any way interfere with or disrupt the educational process (5722).

#### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal or Superintendent/CAO (9700).

#### **4.11 DETENTION:**

**Students may be issued a detention(s) for the following reasons:**

- Language: Disrespectful/Inappropriate/Profanity
- Littering
- Loitering
- Tardiness to class
- Public Display of Affection
- Dress Code Violation
- Insubordination
- Disrupting class
- Eating outside the cafeteria
- Roughhousing
- Other inappropriate behavior (at teacher discretion)

Detentions will take place on Tuesdays and Thursdays from 3:20-4:20 in the STEM Quad.

The consequence of not attending detention is the issuing an additional detention. Failure to attend either of those detentions will result in an In-School Suspension.

If a student has been issued multiple detentions, the following consequences will occur:

- Each detention after the 6<sup>th</sup> occurrence will follow a progressive discipline structure which will include in-school suspensions and out of school suspensions.

#### **4.12 VANDALISM AND THEFT**

Students are expected to treat each other's property, as well as the property of DRSS and staff, with respect. No student shall vandalize, take, acquire, or possess the property of DRSS students or others without consent of the owner. Students who vandalize or take others' or DRSS property will be expected to fix or replace the items, and/or be suspended and possibly recommended for expulsion. In some extreme cases, police may be notified.

#### **4.13 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 DRSS feels to be a threat will be considered a threat. Threats will result in suspension and possible expulsion.

#### **4.14 ASSAULT/FIGHTING**

Physical assault of a staff member, student, or guest(s) associated with DRSS, regardless of whether it causes injury, will not be tolerated. Assault will result in out-of-school suspension and possible expulsion. Fighting will result in out-of-school suspension.

#### **4.15 HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation, or bullying behavior by a student or staff member in the Dayton Regional STEM School, Inc. is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with the R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, staff or visitors, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstance should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

These situations include acts that include physical and emotional harm as well as cyber-bullying. Cases that are initiated outside of DRSS may be addressed when they are extended to school and "disrupt or interfere" with the educational process.

**Consequences:**

- Loss of privileges that fit the medium of the bullying.
- School or community service
- Apology
- Counseling
- Friday School
- Suspension
- Expulsion

DRSS has laid out its Complaint Procedure step-by-step in the School's Policy Against Discrimination and Unlawful Harassment. A copy of the Policy is attached to this Handbook as Appendix A. The Policy can also be found online on the DRSS website. To access the policy online, simply click on the "Student Safety" section of the "Current Parents" tab. The Policy is available as a hyperlink.

**4.16 EXTORTION**

Extortion is considered the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion will result in out-of-school suspension and possible expulsion.

**4.17 CHEATING, PLAGIARISM AND HONOR POLICY**

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

- Stealing others' projects or work
- Using the internet to find answers without a teacher's permission
- Copying other students' work
- Using references (cheat sheets, books, notes, etc.) during quizzes or tests, unless the teacher permits them
- Sharing answers: the person giving the answers is considered to be cheating as well as the person receiving answers
- Plagiarism (taking credit for work without citing references)
- Falsification of data or observations
- Transmitting information meant as an individual assignment to a group

Students found to cheat or plagiarize on an assignment will serve a Friday School and academic consequence.



#### **4.18 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 DRSS grounds or at any DRSS-sponsored event (5530). 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 an Administrator or the Counselor may request the student be evaluated.

The Dayton Regional STEM School is concerned about any student who is the victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Consequences for possession or use of alcohol/drugs at DRSS will be expulsion from school for no more than eighty (80) days. Students may be considered, but not guaranteed, for re-enrollment for the following year.

#### **4.19 POSSESSION/USE OF TOBACCO**

Possession, consumption, distribution, purchase and use of any tobacco products are prohibited on DRSS grounds or at any DRSS-sponsored activity. This also includes any tobacco-related materials, such as matches, lighters, electronic cigarettes, vaporizing pens, cartridges and other devices that produce flames.

Consequences for the possession/use of tobacco will be suspension from school. Repeated violations may result in recommendation for expulsion.

#### **4.20 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.

The consequence for the possession/use of weapons will be suspension from school and recommendation for expulsion for no more than one (1) calendar year, as per Ohio Revised Code.

#### **4.21 POSSESSION/USE OF A FIREARM**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto DRSS property or to any DRSS-sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

#### **4.22 POSSESSION/USE OF EXPLOSIVES, BOMB THREATS AND FALSE ALARM REPORTS**

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. Making bomb threats against DRSS, tampering/interfering with the fire alarm is prohibited.

Consequences will result in suspension and a possible recommendation for expulsion as per Ohio Revised Code.

#### **4.23 POSSESSION OF PORNOGRAPHY/SEXTING**

Possession or viewing of pornography may result in monitored use of technology at DRSS, surrendering of netbook/laptop, and possible suspension.

“Sexting” is the act of sending sexually explicit texts or pictures of a sexual nature between cell phones, or other electronic media such as the internet. Any sexting by students may result in suspension or a recommendation for expulsion, depending on the severity.

#### **4.24 INAPPROPRIATE USE OF SOCIAL MEDIA**

It is not always easy to determine if social media is school related or a personal issue. This translates into a greater level of responsibility and accountability for everyone. If social media use causes a disruption to the educational process, the school may become involved. This could include disciplinary action such as a parent conference, detention, Friday evening school, suspension or expulsion.

If you experience or observe any form of bullying or behavior that you think is potentially dangerous to you or others, please report the behavior immediately. You can tell a parent, DRSS staff, or a trusted adult. **DRSS provides an anonymous service called STAY SAFE/SPEAK UP that will alert school administrators and counselors immediately 24 hours a day. You can utilize this service by calling (1-866-listen2me) or through the link on the DRSS website.**

#### **Social Media Guidelines for Students**

1. Be aware of what you post online. Social media outlets are very public, even if they claim not to be. What you contribute leaves a permanent digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers or a future employer to see. If you would not bring it to a college admissions or job interview, do not post it online.
2. Your online behavior should reflect the core values of The Dayton Regional STEM School.
  - a. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.
  - b. Make sure that criticism is constructive and not hurtful.
  - c. What is inappropriate in the classroom is inappropriate online.

**d. All online behavior is expected to comply with the DRSS policies regarding harassment, discrimination and bullying.**

3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures. Do not share your password with anyone besides your teachers and parents.
4. If you come across inappropriate material that makes you feel uncomfortable, appears dangerous or is not respectful, tell your teacher or trusted adult right away or use STAY SAFE/SPEAK UP.
5. Students who do not abide by these terms and conditions will be in violation of DRSS Student Handbook and subject to appropriate consequences, which could include parent conference, detention, Friday School, suspension or expulsion.

## **SECTION IV: TRANSPORTATION**

### **5.1 BUS CONDUCT**

Students who are riding to and from school must follow all basic safety rules. This applies to buses owned by the student's district of residence as well as contracted transportation used during field trips. The bus driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the safety rules established by their bus driver or supervising teacher.

### **5.2 VIDEOTAPES ON SCHOOL BUSES**

District of residence buses may have installed video cameras on their school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **5.3 PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus will be disciplined in accordance with the DRSS Student Discipline Code and may lose the privilege of riding on the bus.

### **5.4 TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by school bus is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle (found on the board policy site under "Forms"). Upon request, parents of participating students will be given the name of the driver, owner of the driver, and the description of the vehicle (8660).

### **5.5 SELF-TRANSPORTATION TO SCHOOL**

An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the students(s) to be transported in the approved student driver's vehicle written authorization for the student to drive or be transported and release the Board from liability using Form 5515 F2 – Permission Form for Alternative Student Transportation.

**APPENDIX**  
**DAYTON REGIONAL STEM SCHOOL POLICY**  
**AGAINST DISCRIMINATION AND UNLAWFUL HARASSMENT**

Dayton Regional Stem School (“DRSS”) is committed to ensuring that every member of the DRSS has the right to learn or work in a safe atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. DRSS relationships on campus are to be respectful and free of bias, prejudice, and harassment and all members of the DRSS community share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment by students, employees, or third parties.

**Definitions of Harassment**

**Sexual Harassment**

Sexual harassment of any kind is contrary to the culture of DRSS and will not be tolerated. Sexual harassment constitutes discrimination and is unlawful under federal, state and local laws. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwelcome sexual advancements, leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexual degrading descriptions.
- Graphic verbal comments about an individual’s body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures, including digital media
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual’s body or clothes in a sexual way, or in a way that may be construed as sexual
- Purposefully limiting a student’s access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint
- Request for sexual favors regardless of the seriousness of the request, i.e., to say “I was just joking” does not excuse the statement

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive or persistent such that it adversely affects an individual’s education, or creates a hostile or abusive educational environment.

## **Non-sexual Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of:

- race, color, religion, national origin, ancestry, citizenship status, sex, sexual orientation, gender identity, marital status, age, disability, military service or veteran status, pregnancy, childbirth or related conditions
- any other characteristic protected by law, and that:
- is sufficiently severe, pervasive or persistent such that it adversely affects an individual's education, or creates a hostile or abusive educational environment.

Harassing conduct includes, but it is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual group.

## **Definitions of Sexual Violence**

Sexual violence is a criminal matter and includes, but is not limited to; rape, sexual assault, sexual battery, sexual coercion; or “any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.” Victims of sexual violence are strongly encouraged to report the matter to law enforcement agents immediately. Victims should also file a Title IX complaint (Title IX of the Education Amendments of 1972 prohibits discrimination and harassment based on sex), whether the incident occurred on or off campus, if the act of violence was perpetrated by a student or employee of DRSS. In all cases, victims of sexual violence will be directed to seek services from community crisis counseling providers.

## **Individuals and Conduct Covered**

These policies apply to all students and employees of DRSS community, as well as third parties such as persons providing contracted services or persons volunteering at or attending school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student), suspension or termination of employment (if an employee), or being banned from campus (if a third party). Law enforcement officials also will be notified when appropriate.

In accordance with its obligations under federal law, DRSS reserves the right to investigate reports of harassment occurring between students and other members of the school community, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g., postings to digital media and electronic forums such as Twitter and Facebook or text messages).

## **Retaliation Is Prohibited**

DRSS encourages reporting of all perceived incidents of discrimination or harassment and will investigate such reports promptly. DRSS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Retaliation against an individual for reporting discrimination or harassment or for participation in an investigation of a claim of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion, and, in egregious situations, the involvement of law enforcement officials.

## **Complaint Procedures – Reporting an Incident of Discrimination, Harassment, Sexual Violence or Retaliation**

Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment, so DRSS encourages prompt reporting of all perceived incidents of discrimination, harassment, sexual violence, or retaliation, regardless of the offender's identity or position. All DRSS employees are required to immediately report such incidents in writing to the school's Title IX Coordinator regardless of whether it is based on the employee's own observations, on information from the student, the student's parent, or a third party. An employee who observes such acts is expected to intervene, unless circumstances would make such intervention dangerous. All complaints of discrimination, harassment, sexual violence, or retaliation will be promptly and equitably investigated. The Title IX Coordinators are and will be sufficiently qualified and trained to address all complaints throughout DRSS. Each Coordinator will update his or her training annually. However, in a case where the school's Title IX Coordinator is alleged to have engaged in an incident of discrimination, harassment, sexual violence or retaliation, such incidents should be reported to the Superintendent.

### **Informal Complaint Procedure**

As an initial step, as long as they feel comfortable doing so, individuals who believe they have been subject to discrimination or harassment are encouraged to promptly advise the alleged offender that his or her behavior is unwelcome and request that it be discontinued. In some cases, an offender may not realize his/her behavior is offensive and being perceived as harassment. This action alone may sometimes resolve the problem. The Title IX Coordinator is available to support an individual taking this initial step.

DRSS recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify, orally or in writing, the DRSS Title IX Coordinator or any other member of Leadership (identified at the end of this policy). Students may also report incidents to the school nurse or teacher. All reports will be filed with the school's Title IX Coordinator (or Superintendent if the complaint

involves a Title IX Coordinator), who will either facilitate an informal resolution or appoint another individual to facilitate an informal resolution.

Prior to pursuing the matter through informal procedures, the school's Title IX Coordinator or the individual appointed by the Title IX Coordinator will provide a full disclosure of the allegation(s) made by the reporting party to the responding party, inform the parties' options for formal resolution, and provide an opportunity for both parties to voluntarily agree to participate in the informal resolution. An informal resolution may involve meeting with the alleged offender to discuss the unwelcome nature of the behavior, or, if both parties agree, facilitating a meeting between the complainant and the alleged offender to work out a mutual resolution. The informal complaint procedure is intended to stop inappropriate behavior and facilitate resolution through informal means. It is not a prerequisite to the filing of a formal complaint and may be terminated at any time by either party to move to the formal process.

The informal complaint procedure is not intended for victims of sexual violence. **Victims of sexual violence should NOT approach the offender under any circumstances in an attempt to resolve the matter, and should file a police report as soon as possible after the attack has occurred.** An individual who is a victim of sexual violence and has filed a police report may file a complaint under DRSS's formal complaint procedures.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint procedure, or if an individual elects to file a formal complaint initially, the following procedures will be followed:

An individual who believes he or she has been subject to discrimination, harassment, sexual violence, or retaliation may file a formal complaint, orally or in writing, with the Title IX Coordinator. If a report is made to any other employee of DRSS, orally or in writing, about any complaint of discrimination, harassment, sexual violence, or retaliation, the employee must immediately report that information to the Title IX Coordinator. *A complaint form is available at the end of this policy.*

All allegations of discrimination, harassment, sexual violence, or retaliation will be investigated promptly. Members of the school's Leadership team and the Title IX Coordinator are responsible for investigating complaints. The Superintendent will designate the investigator unless the Superintendent has a conflict of interest in which case the School Board President shall make that designation. The investigators are and will be appropriately trained on Title IX requirements and be free of any conflicts of interest and biases for or against any party for each complaint investigation.

Typically, the investigation will begin with an interview of the alleged victim to obtain information regarding the identity(ies) of the alleged offender(s), the offensive conduct, the potential witnesses, and the desired resolution. The alleged victim will be offered an opportunity to submit any evidence that he or she believes is relevant to the investigation within 5 school days.

Within 5 school days of receiving the initial complaint, the alleged offender will be informed of the allegations and will be offered an opportunity to submit a written response to the allegations. The alleged offender's response and any supporting materials must be submitted within 5 school days. The



investigator will then review the relevant documents and conduct additional interviews as necessary to determine whether there has been a violation of this policy. For instance, the investigator may conduct interviews with the alleged offender, the parent(s) or legal guardian(s) of the parties, and/or other individuals who may have observed the alleged conduct or may have other relevant knowledge. During the investigation, the investigator will keep both parties apprised of the status of the investigation, to the extent permitted under the Family Educational Rights and Privacy Act. The investigator will not require the alleged victim to appear in the same room as the accused.

Upon receiving a complaint, the investigator will consider whether any interim measures should be taken to protect the reporting and responding parties prior to or during an investigation. For instance, the investigator may determine that it is necessary to restrict contact between the parties, change schedules, assign a hall monitor until the investigation is concluded or provide other similar accommodations.

Although it will be conducted as soon as reasonably possible, the investigation may require up to 60 days to complete. Within 7 school days of the completion of the investigation, the investigator will prepare a report that summarizes the evidence gathered, states whether there was a policy violation, and makes recommendations of what, if any, action should be taken. In determining whether there has been a violation of policy, an investigator will consider a variety of factors, including but not limited to: the nature of the conduct, the age and maturity of the parties, the frequency of the conduct, the relationship between the parties, and whether the conduct adversely affected the victim's education or environment. The determination will be based on the totality of the circumstances and will be based on the "preponderance of the evidence" (i.e., it is more likely than not that a policy violation occurred). The investigator's recommendations may include discipline of the alleged offender up to and including suspension or expulsion (if a student) or suspension or termination of employment (if an employee).

Both parties will then be provided written notice of the outcome of the investigation within 10 school days of the investigation's completion. The written notice will state whether DRSS found that the alleged conduct occurred, any individual remedies offered to the reporting party or any sanctions imposed on the responding party that directly related to the reporting party, and other steps the school has taken to eliminate the hostile environment, if the school found one to exist. If either party is dissatisfied with the outcome, he or she may appeal to the Superintendent by filing a written notice of appeal within 5 school days of the date of the written notice of the outcome of the investigation. The Superintendent will timely inform the non-appealing party that an appeal has been filed. Within 10 school days of receiving the notice of appeal, the Superintendent will review the report prepared by the investigator, the investigator's file, and any other documents or materials provided by the parties and affirm, reverse, or revise the determination and recommendations of the investigator. Both parties will receive a written appeal decision. To the extent the Superintendent determines the parties should be heard, the alleged victim will not be required to appear in the same hearing room as the accused. If the Superintendent is the subject of the complaint or is not free of any conflicts of interest and biases for or against any party in the appeal, the Superintendent will be recused from the appeal and replaced by the Board President. The Board President will have the same duties, responsibilities, and powers that the Superintendent would have in administering the appeal. Where there has been a policy violation, DRSS will make every reasonable effort to stop any conduct in violation of these policies and prevent recurrence and will also take steps to remedy the effects of any violation. Any appropriate remedial measures will be determined on a case-by-case, individualized basis.

## **Confidentiality and Recordkeeping**

DRSS will make all reasonable efforts to protect the privacy of all parties involved in an investigation and to keep the complaint and investigation confidential. Confidentiality, however, cannot be guaranteed. For example, some details or identities may need to be revealed in order to fully investigate the complaint.

DRSS will take all reasonable steps to investigate and respond to the complaint consistent with the reporting party's request for confidentiality, as long as doing so does not prevent the school from responding effectively to the alleged discrimination, harassment, sexual violence or retaliation. In accordance with its regular recordkeeping practices, DRSS will maintain records of all complaints of discrimination, harassment, sexual violence, or retaliation.

## **False Claims of Sexual Harassment, Retaliation, and/or Discrimination**

To ensure fairness, DRSS reserves the right to discipline a student who intentionally makes a false accusation of harassment, sexual violence, retaliation, and/or discrimination. A complaint will not be considered false solely because it cannot be corroborated, but will be based upon all of the facts and circumstances. Disciplinary action for intentionally making false claims may include suspension or expulsion.

## **Conclusion**

DRSS has developed this and related policies to ensure that everyone can learn and work in an environment free from harassment, discrimination, and retaliation. Towards that end, it will make every reasonable effort to ensure that the entire DRSS community is familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. In addition to any individuals previously mentioned in this policy, complaints of discrimination, harassment, sexual violence or retaliation may be submitted to any of the following administrators:

Title IX Coordinator/High School Principal  
Jessica Short  
[Jessica.Short@wright.edu](mailto:Jessica.Short@wright.edu)  
937-256-3777

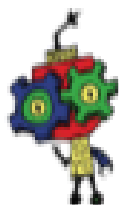
Middle School Counselor  
Kate Gallup  
[Kate.Gallup@wright.edu](mailto:Kate.Gallup@wright.edu)  
937-256-3777

Title IX Coordinator/Middle School Principal  
Andrew Sears  
[Andrew.Sears@wright.edu](mailto:Andrew.Sears@wright.edu)  
937-256-3777

Superintendent  
Robin Fisher  
[Robin.Fisher@wright.edu](mailto:Robin.Fisher@wright.edu)  
937-256-3777

High School Counselor  
Steven Federinko  
[Steven.Federinko@wright.edu](mailto:Steven.Federinko@wright.edu)  
937-256-3777

School Board President  
David Goldstein  
[David.Goldstein@wright.edu](mailto:David.Goldstein@wright.edu)  
937-775-2655



## Dayton Regional STEM School ACE CHARACTER EXPECTATIONS



	Hallway	Collaboration Spaces	Bathrooms	Cafeteria
Kind	<ul style="list-style-type: none"> <li>Be friendly</li> <li>Put down devices and engage</li> <li>Keep hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Monitor your volume</li> <li>Use active listening</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful of your surroundings</li> <li>Speak kindly</li> <li>Make room for others</li> </ul>	<ul style="list-style-type: none"> <li>Engage in conversations</li> <li>Be a friend</li> <li>Invite someone new to sit with you</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>Be considerate of personal space and belongings</li> <li>Keep backpacks off the wall</li> <li>Avoid blocking others' cubbies &amp; walkways</li> </ul>	<ul style="list-style-type: none"> <li>Use the space as intended</li> <li>Share space with others</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Respect everyone's privacy</li> </ul>	<ul style="list-style-type: none"> <li>Keep microwave times under 3 mins</li> <li>Thank the cafeteria staff</li> </ul>
Supportive	<ul style="list-style-type: none"> <li>Use indoor voices</li> <li>Walk on the right side of the hallway</li> <li>Keep our spaces clean</li> <li>Honor the throw away system</li> </ul>	<ul style="list-style-type: none"> <li>Leave it better than you found it</li> <li>Embody our 5 qualities               <ol style="list-style-type: none"> <li>Communication</li> <li>Creativity</li> <li>Collaboration</li> <li>Persistence</li> <li>Inquiry</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Dispose of trash properly</li> </ul>	<ul style="list-style-type: none"> <li>Honor the zero waste throw away system</li> <li>Clean your space before you leave</li> </ul>