Pee Dee Math Science and Technology Academy does not discriminate against individuals on the basis of gender, race, religion, immigration status, national origin, disability or handicap in its educational programs. For questions pertaining to Section 504 or Title IV, contact the Special Education Coordinator or the Principal at 803-428-8400.

Note: In this handbook the terms, “parent” or “parents” are used for simplified writing purpose, but also include the application of legal guardians. PDMSTA Student/Parent Handbook is revised by and approved by the Pee Dee Math, Science and Technology (PDMSTA) Board. All students and parents of students enrolled in PDMSTA must abide by all the procedures, requirements, and policies outlined therein. The PDMSTA Board may amend the Handbook as warranted.
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Dear Family,

Welcome to Pee Dee Math, Science and Technology Academy (PDMSTA)! PDMSTA is a place where we thrive because of a strong sense of community. Community is the establishment of a support system that celebrates the unique and diverse talents of each member. I believe our differences are not weaknesses but strengths that can promote and propel us forward far beyond what we can do individually.

In sharing our vision with you, the simplest way to communicate to you what we believe is to talk about our logo. When reviewing our logo, it is written as a triangle. On the bottom right is an circle that represents our teachers, support staff and administration, and community partnerships working together. The icon on the bottom left represents families. At the top of the logo, you will see a student with a trophy. This represents student achievement. Each group plays an integral role in creating a learning environment where students can achieve their best. Parents, you are important and we need your continued support and demonstrated investment in the learning process. As our motto says, “Together to make our world better: One vision, one voice!”

Each year presents its own challenges, but as PDMSTA knights, we do not back away from challenges. Our core values are: Belief, Sacrifice, Innovation, Honesty, Order, and Consistency. Each value undergirds all that we do at PDMSTA. We understand that we will not always ‘get it right’; however, we will always strive to uphold and exemplify our values at all times.

The purpose of this handbook is to help maintain the integrity of our charter. Each piece is designed to help govern our practices as well as communicate to parents and students our expectations. Welcome to the PDMSTA team and we look forward to a rewarding school year.

Sincerely,

E. Keith Bailey

E. Keith Bailey
Executive Director
SECTION I

Educational Administrative Goals and Guidelines

Mission Statement
The mission is to develop innovative, confident and self-motivated citizens through a science, technology, engineering and math curriculum enhanced with collaborative community learning partnerships. This mission will be successfully accomplished by providing each child the opportunity to maximize their potential through an enhanced curriculum in science, technology, engineering and math.

Vision Statement
A community working together to prepare students for success in a global economy.

Our Motto:
Working together to make our world better: One Vision, One Voice!

Educational Goals
PDMSTA is a parent/teacher-involved school intent on developing and implementing programs that meet the needs of each child. The academic success of the students is our primary goal. We endeavor to provide necessary assistance to every student to ensure that “no child is left behind” and are willing to advance students according to their individual capacity to higher academic achievement. Our goal is to produce elementary students who are fluent readers and writers with a solid base of mathematical concepts and a continually expanding general knowledge in the other disciplines with an emphasis on Science, Technology, Engineering, Arts/Agriculture and Math (STEAM). We aim to develop students of solid character and integrity, able to excel in the pursuit of higher education, as well as make positive contributions to the world and their community. Finally, we are committed to continually engaging all parents in the educational process.
Faculty and Staff

Administrative Office
E. Keith Bailey, Executive Director – ekbailey@pdmsta.org
Rondell Wheeler, Learning Design Coach - rwheeler@pdmsta.org
Travis Nesbitt - Academic Counselor and Middle School Guidance - nesbitt@pdmsta.org
Andrea McGill, Reading Coach, amcgill@pdmsta.org
Michelle Brown, Front Office Receptionist/Attendance Clerk - mbrown@pdmsta.org
Doriel Jackson, Executive Assistant/USDA Coordinator-djackson@pdmsta.org

Teaching Staff
Taylor Smith, Kindergarten Grade Teacher - tsmith@pdmsta.org
Latonya Ham, First Grade Teacher - lham@pdmsta.org
Susan Nesbitt, Second Grade Teacher - snesbith@pdmsta.org
Sonji Shorter, Third Grade Teacher - sshorter@pdmsta.org
Regina Sims, Fourth Grade Teacher - rsims@pdmsta.org
DeAngela Haynes - Fifth Grade - dhaynes@pdmsta.org
Tierra Dawson - 6th Grade Homeroom, Middle English Language Arts - tdawson@pdmsta.org
Priscilla Fenty, 7th Grade Homeroom/Middle Math Teacher - pfenty@pdmsta.org
April Moore, 8th Grade Homeroom/Middle Science Teacher, amoore@pdmsta.org
David Addison, Middle Social Studies Teacher, dassion@pdmsta.org

Support Staff
Joann Reed, Cafeteria Dietician - jreed@pdmsta.org
Rebecca Spann, Cafeteria Aide - rspann@pdmsta.org
Ronnie Lee, Director of Nutrition - rlee@pdmsta.org
Lucinda Wilson, Paraprofessional - lwilson@pdmsta.org
Adrienne Rosa, Paraprofessional - arose@pdmsta.org
Marilyn McDonald, School Nurse - mmcdonald@pdmsta.org
Mary Scott, SPED Coordinator - mscott@pdmsta.org
Parent Connect Team - parentconnect@pdmsta.org
Elijah Clark - Facilities Manager - eclark.pto@pdmsta.org
Commitment Statement

1. Pee Dee Math, Science and Technology Academy, Inc. (PDMSTA) is committed to recruiting and selecting highly qualified and innovative employees.

2. PDMSTA will provide a school environment and leadership, which unites employees, parents and volunteers and generates enthusiasm for the education and enrichment of the children in the Pee Dee community.

3. PDMSTA is committed to maintaining the highest educational standards.

4. PDMSTA understands the importance of its employees in the educational success of its students.

5. PDMSTA is committed to providing training and advancement opportunities for its employees, parents and students.

6. The PDMSTA’s Executive Director is committed to an “open door” policy for employees, parents and students.

7. PDMSTA is committed to keeping its employees informed about his or her job responsibilities and any changes which will impact those responsibilities. PDMSTA is committed to providing a safe and orderly environment for its employees to work and its students to learn.
Board of Trustees

Mekole Cotton, Chair
Vincent Vereen, Vice-Chair
Trevor McDonald, Treasurer
Sandi Brown
G. Monty Bell, Member
Jacobee Pratt, Member

Trustee Work Sessions & Board Meetings - 2017-2018 School Year

All Work Sessions and Board Meetings will be on the same day with Board Meetings at 6:00 PM and Work Sessions immediately thereafter as requested.

All meetings are will be the second Tuesday of each month and will be held at the Pee Dee Math, Science and Technology Academy’s Central Office, 101 Docs, Drive, Bishopville, SC 29010

All meeting dates, times and locations are subject to change at the discretion of the Board of Trustees.

For up-to-date information regarding PDMSTA Board of Trustee meeting dates and times please see the PDMSTA website at www.pdmsta.org.

Operational Regulations

PEE DEE MATH, SCIENCE AND TECHNOLOGY ACADEMY, Inc. (PDMSTA) is the public non-profit corporation that owns and operates PDMSTA. PDMSTA is a South Carolina public charter school and is certified by the South Carolina Department of Education and is held accountable by the same state standards as all public and charter schools. PDMSTA is accountable to and accredited by the South Carolina Public Charter School District.
SECTION II

Academic Standards & Procedures

Educational Objectives

PDMSTA has high standards regarding behavioral policies and a rigorous academic curriculum combined with a quality teaching staff expertise, ongoing curriculum development, and indispensable parental involvement. The success of our educational approach is based on the following three elements working together in harmony.

1. **Self-Disciplined Students:** Self-discipline and respect are fundamental factors in the development of each student’s character. Students learn social skills as they interact in the classroom and on the playground in our safe, secure, and monitored environment. Self-discipline is defined as learning to control one’s own behavior and emotions while being respectful, kind and considerate at all times. Self-discipline also includes developing a strong work ethic that will serve students their entire life. Our goal is to challenge each student to achieve their maximum potential, but we must all work together to achieve this worthwhile end result. Students should maintain a respectful attitude toward all staff and fellow students. Staff should strive for consistency and foster open lines of communication and accessibility with all parents. Parents should be fully engaged in the educational process of their child in the home and in the school in order to achieve the maximum potential of each child at PDMSTA.

2. **Qualified Staff:** PDMSTA hires certified teachers of the highest quality who genuinely care about the well-being and educational development of each student. Our classrooms are dedicated to nurture, motivate and support the educational success of each student. We continue to refine and update our curriculum to assist in this task. Our teachers are committed to go the extra mile for academically challenged students who demonstrate a desire to learn. Many students succeed in our school who were struggling elsewhere because of the commitment of our teaching staff and our small class sizes.
3. **Involved Parents:** Parental involvement is one of the cornerstones of PDMSTA. Without the support of parents in the past, our school would not exist today, and it continues to progress only because of the support of concerned parents. Support comes in many forms; there is something important for each of you to give.

   - First, parents must support their own students by being an active advocate for them. Know your children’s teachers. Talk to them. Monitor your children’s behavior and learning by keeping a continuous dialogue with the teacher and your children regarding their successes and failures.
   - Second, reinforce school policies by communicating with your children at home when they encounter discipline issues at school. Reinforce academic learning by tracking your children’s work.
   - Third, volunteer. PDMSTA operates on limited funding. Take the opportunity to assist with major initiatives. Field trips, projects, sharing your expertise on a variety of subjects, maintenance and janitorial work, donations, PDMSTA involvement, and fundraising are just a few of the ways you can make a difference and contribute to the success of your student and PDMSTA.

### Admissions Policies

PDMSTA is open to all students who apply and complete all admission and registration requirements. PDMSTA, owned and operated by Pee Dee Math, Science and Technology Academy, Inc., does not discriminate on the basis of religion, race, gender, national or ethnic origin, income level, disability, or age in its programs and activities. PDMSTA awards all students the rights, privileges, programs, and activities generally afforded to or made available to students enrolled in our Charter School.

Admission means that the student has been enrolled through the registration process; successfully completed the lottery process; and has been formally accepted as a student by PDMSTA. Enrollment preference shall be given to (1) those students who were enrolled in PDMSTA in the prior year, and (2) those students who have siblings who are presently enrolled in PDMSTA and who were enrolled in PDMSTA in the prior year. Providing the enrollment priorities have been met, if there are more eligible applicants for enrollment in Pee Dee Math, Science and Technology Academy than spaces available, successful applicants shall be selected by lottery, which shall be open to all applicants.

Should PDMSTA receive fewer applications than the maximum number of students allowed, the admissions process will apply only with respect to the “available spaces.” However, PDMSTA may also accept additional applicants in order to create or expand a waiting list. The waiting list does not establish a priority ranking among students on the waiting list. All names on the waiting list are eligible for an additional opening at Pee Dee Math, Science and Technology Academy based upon an equitable lottery process.

**Admission Procedures:**
1. Student applicants must complete a registration form in order to have their name placed into the lottery process. Include your complete name, phone number, and grade in which you desire to place your child. Returning students must complete a registration form between during the initial registration window as designated by the school. If returning students fail to enroll within the designated time at the school office, they will forfeit their continual enrollment position. Returning students will be promoted or retained according to the policies described later in this section.

2. Newly enrolled students and students targeted for promotion based on summer gains will be contacted and pre-tested during the last week previous to the beginning day of school.

3. If the test results reflect students at the appropriate level, they will be placed in their appropriate grade. If test results show students performing below grade level, a conference will be scheduled between the parents, the classroom teacher and the Principal. Taking into consideration the unique programs at our school, the children’s past educational background and testing, and the results of the tests administered in August, the teacher will make a recommendation for the grade placement of the child. The parents have the choice to accept the recommended placement, offer a differing grade placement, or consider another school to meet their child’s educational needs.

**Fall Registration**

Fall registration will be held the week previous to the day school is scheduled to begin. Each family will be required and notified to participate. If you choose not to participate in registration without making prior arrangements with the office, your enrollment position per child will become an open position and therefore available for other student applicants based on PDMSTA’s Admission policy. At registration you will be expected to complete all forms and requirements for each student’s personal file and sign the parent/student “Whatever It Takes Pledge.”

The most important part of registration is familiarizing yourself with the school, its policies, what is expected from you, and what you should expect from your school. As parents, you are presenting to the school a tremendous responsibility in the education of your children; therefore your input is essential for our success. Fall registration allows us to start the year with a solid basis of mutual respect and shared expectations.
Curriculum

PDMSTA follows the South Carolina College- and Career-Ready Standards (SCCCR). Pee Dee Math, Science, and Technology Academy is a public charter school in its fifth serving grades Kindergarten through Grade Six. Pee Dee Math, Science, and Technology Academy is unique within the charter district because it is the only rural charter school in the Pee Dee Area of South Carolina. The staff consist of eight full time teachers, a virtual speech therapist, part-time psychologist, part-time Special Education Coordinator and 160+ students. PDMSTA also has two Instructional Coaches, as well as a Reading Coach. Executive Director Bailey works closely with our Instructional Coaches. In addition, several classified positions provide academic and/or school climate support, including clerical staff, and food service employees.

Students are supported in the development of their English Language Arts (ELA) skills in programs such as Accelerated Reader, Study Island, and Reading Eggs. Small group assistance is administered in all grades through Response To Reading Intervention (RTI). Social Studies concepts and ELA skills are integrated using a variety of text formats. PDMSTA implements a problem-based learning (PBL) curriculum through a learner-active, technology-infused classroom (LATIC).

Pee Dee Math, Science, and Technology Academy has a team in place to help those students who are experiencing academic and/or behavioral difficulties. The team consisting of both school faculty and parents meet to put in place interventions to help students experience success in the classroom. Technology is a vehicle used to deliver and reinforce the school curriculum. Students and teachers utilize laptops, tablets, and iPads to research various projects that support the content area. Interactive whiteboards and student response systems are integrated daily across the curriculum. Various technology platforms are used to provide differentiated instruction to support student growth and progress.

Pee Dee Math, Science, and Technology Academy strives toward increased student enrollment. We are proud to see that our percentage for student enrollment have increased tremendously each year. Additionally, Pee Dee Math, Science, and Technology Academy has set grade level academic performance goals in each content area with a school wide focus on supporting students in developing their skills in speaking and writing to facilitate individual and collaborative learning. Pee Dee Math, Science, and Technology Academy's focus this year will be increasing the Writing and ELA achievement in all grades.

The PTO sponsors two Scholastic Book Fairs, Fall Festival, Golf Tournament, Read-A-Thon and many other fundraisers to assist in supporting student achievement. The School Improvement Council meets regularly to review the curriculum and academic progress. The school has a daily after school program that meets Monday through Friday. The after school
program focuses on homework, Lego activities (STEM) and games.

Pee Dee Math, Science, and Technology Academy is proud to be a part of a productive community that takes an active interest in our school. The partnership we have formed with various churches, businesses and individuals has strengthened our program and services to our students and families. Students are administered a MAP Assessment during the fall, winter, and spring. Parent teacher conferences are held in October, January and March to provide parents and teachers an opportunity to discuss in greater detail students' report cards issued quarterly. Our enrollment constitutes 69% African American students, 22.5% White students, 5.6% multiracial students and 2% other students.

Pee Dee Math, Science, and Technology Academy began its first year with grades Kindergarten through Grade two. As a result of an increased need for more grades, grades three through five were added the second year and grade six the third year. We are proud of the generosity and giving spirit that is embodied in the students, parents, community members, faculty and staff of Pee Dee Math, Science, and Technology Academy. Pee Dee Math, Science, and Technology Academy provides Family Math Night, Family Literacy Night, Science Night, Grandparents Breakfast Week and other events requiring parent involvement in a variety of ways. Parents are encouraged to participate in the PTO, volunteer to help at events, volunteer to help in the classrooms, as well as become classroom moms. PDMSTA has a part time registered nurse on staff. A part-time psychologist provides social, emotional, support for students in several ways. MAP data shows math to be Grade three and Grade fours weakest performance areas whereas, Grade five's weakest is reading. Pee Dee Math, Science and Technology Academy will continue working with teachers compiling and analyzing test data. In additional to compiling and analyzing test data, teachers will work collaboratively to develop new math strategies.

Grading Scale

The following is the academic grade scale used in PDMSTA classrooms.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80%</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70%</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60%</td>
</tr>
<tr>
<td>F</td>
<td>59% or Below</td>
</tr>
</tbody>
</table>

A grade point average (GPA) includes grades earned in all courses completed in school. No additional weighted grade points are awarded for primary, elementary or middle school classes. GPAs are derived from quality points that are assigned to letter grades as listed below. A student’s
GPA is equal to the sum of the total quality points earned, divided by the number of courses completed during school.

A 4 points
B 3 points
C 2 points
D 1 point
F 0 points

Rewards & Recognition
As the school grading period is completed, there will be a time for reflection and reward for recent achievement. This will consist of an all school assembly to highlight and reward academic achievement, exemplary behavior, and attendance with prizes, pins, ribbons, or certificates. The assembly may include other educational demonstrations as scheduled. All students will be allowed to attend the assembly unless otherwise prohibited by the Principal due to disciplinary offenses which may disrupt the program.

The following is the proposed schedule for Rewards & Recognition:
1st Semester - December
2nd Semester - June

Academic Review
At PDMSTA, student academic and behavioral achievement is progress monitored by teachers on a regular basis using Response to Intervention (RtI).

• Report Cards will be issued according to school calendar (See School Calendar).
• For those students who fail a subject for the quarter, a conference/meeting will be scheduled within three weeks of the grade report, which will include the student, parents, teacher, and the administrator (if necessary). The purpose of the meeting will be to discuss the student’s grade status, potential capacity, methods and objectives to improve the student’s learning in the academic area; and, to design a plan for improvement. The plan will include measurable goals conducive to achieving a grade based on the student’s assessed learning capacity. Such goals may include, but are not limited to, maintaining an assignment calendar, submitting all daily assignments as scheduled, increasing test scores to a specific level, and, or dedicating an established amount of time to the given subject each day.
• A parent may at any time request a parent/teacher conference for their student, even if the student has not received a failing grade in a subject.
**Behavior Policy**

It is the position of Pee Dee Math, Science and Technology Academy that each student has the right to an education based on the concept of individual human dignity which includes individual choice and the responsibility of accepting the consequences of that choice.

PDMSTA will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all students, staff, parents and community participants. The orderly operation of school requires this respectful cooperation of students, parents/guardians and staff. Teachers and administrators have the responsibility to preserve a positive learning environment for all students. Whenever that environment is disrupted by a student or a group of students, school officials may find it necessary to take appropriate action by removing disruptive students from the formal learning environment. We fully expect the focus on ethics and decision-making to lead to an environment where good character is important to all. PDMSTA’s intention is to praise rather than to reprimand whenever possible. However, if redirection is necessary due to disruptions to others’ learning experiences, offense guidelines will be enforced.

Various disciplinary measures are used by school personnel to “informally” correct behavioral problems. For purposes of the handbook, this policy addresses more formal procedures.

An In-School Suspension Room or Cross-class isolation may be utilized at the Administration’s discretion. Behavior contracts may also be issued at the Administration’s discretion. Discipline referrals and suspensions become part of a student’s permanent record.

If a student has been given an In-School Suspension, Cross-class isolation or an Out-of-School suspension two or more times during the year, or if the student has received more than 8 unexcused late arrivals in a Semester, the Principal reserves the right to restrict the school events or field trips that the student may attend. All decisions concerning this matter will be made at the discretion of the Principal.

PDMSTA has adopted a description of violations defined as Level 1, 2, or 3 offenses. The school has determined that students who exhibit any Level 1 offense will be subject to primarily school-based action yet may receive out-of-school suspension for offenses that are repeated. A Level 2 violation will result in temporary suspension from PDMSTA for up to 10 days. To re-enter the school, the student must show evidence that indicates that he or she is now focused on academic, motivational and behavioral aspects of his or her life. **Any student receiving a total of three (3) out-of-school suspensions within a current academic year, or committing any Level 3 offense may be expelled from the school and may not re-apply.**

Expulsion from Pee Dee Math, Science and Technology Academy shall be mandatory for the following violations:
1. Weapon is defined as follows: The possession, use, or threat of use, of any instrument, article or substance specifically designed for and presently capable of causing death or physical injury; or any weapon, device, or look-a-like device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

2. Death threats to other students or administration;

3. The commission of an act, which if committed by an adult would be robbery or assault other than third degree assault.

Expulsion of a student shall not extend beyond one calendar year. However, expulsion for not less than one year is required for any student who is determined to have:

   A. Brought a weapon to a school, to school property under the jurisdiction of the school or to an activity under the jurisdiction of the school.
   B. Possessed, concealed or used a weapon in a school or on school property or at an activity under the jurisdiction of the school, or
   C. Brought to or possessed, concealed or used a weapon at an interscholastic activity administered by a voluntary organization approved by the State Board of Education.

Day to day application of the discipline code will be the responsibility of the teacher, Grade Leader and Administration. Disciplinary issues will be evaluated on a case by case basis and an appeal procedure will be available for consideration by the Executive Director and The PDMSTA Board. All Level 3 offenses resulting in suspension or expulsion may be automatically appealed.

**Level 1 Offences**

**Rule 1: Attendance Violations**
Unless a lawful excuse is presented, a student must attend every class, every day. In addition to any administrative response, the student may be required to comply with PDMSTA’s attendance recovery procedures.

**Rule 2: Littering**
Students will not willfully, with or without malice, litter.

**Rule 3: Insubordination**
Student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner and completing all assigned work.

**Rule 4: Chronic Unpreparedness**
Students are expected to bring all materials related to their education on a consistent basis.

**Rule 5: Dress Code Violation**
Students will adhere to the school dress code policy. This includes the proper maintenance of personal attire and grooming standards that promote safety, health and acceptable standards of social conduct; and which are not disruptive to the educational environment (includes but is not limited to items which portray gangs, violence, drugs, sex or defamation of any religion, race, culture or heritage.)

Rule 6: Honor Code Violations
A student will be honest and submit his/her own work.

- **Altering Report Cards or Notes:** Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses, is prohibited.
- **False Information:** Making false statements, written or oral, to anyone in authority is prohibited.
- **Cheating** which includes but is not limited to plagiarism or copying another student’s test or assignment, is prohibited. The Principal has the discretion to pursue violations of this rule as Level 3 if the student’s actions have a serious detrimental effect on other students or staff.

*Level 2 Offenses*

Rule 7: General Disruptive Behavior
A student will maintain appropriate behavior so as to refrain from disrupting the class, school or bus activity and be prepared for instruction at all times. A student shall not talk out in class or move from their assigned seat/area without permission, throw objects (except as directed by staff for an instructional purpose), horseplay, harass, tease or make rude noises. Repeated violations of this rule may be punished as a Level 3 Offense.

Rule 8: Inappropriate Language and or Obscene Gestures
A student will use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person (including but not limited to references to race, color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance or making offensive statements or gestures).

Rule 9: Leaving Designated Areas Without Proper Permission
Violations of this rule include tardiness, cutting school or class and excessive absences.

Rule 10: Personal Property
A student will only bring or possess objects that have an educational purpose and will not distract from teaching or learning. Students will sell items on campus only as part of an approved school.
activity. (All other items will be confiscated and returned to the parent at the discretion of the Principal.) The following are among the list of prohibited items:

- **Cellular Telephones:** Possession of cellular telephones is permitted; however, they must be turned off and concealed while riding the bus and throughout the instructional day. Violations of any other rule in the *PDMSTA Parent and Student Handbook* with a cellular telephone, including insubordination or multiple violations of this rule will be addressed by losing the privilege to possess the cellular telephone on school property and the consequences outlined under the specific rule violated.

- **Toys, Games, Pagers and Electronic Equipment:** Possession of these or any similar devices, without permission of the administration, is prohibited. Such items include but are not limited to IPODs and other MP3 Players, PDAs and other electronic devices capable of peer-to-peer communication and recording audio and/or video/still images, except when being used as a part of instruction. This rule does not include a toy gun that is a reasonable facsimile of an actual weapon.

**Rule 11: Theft (≤ $100)**
A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

**Rule 12: Vandalism (≤ $100)**
Students will not willfully, with or without malice, participate with others to litter, damage or destroy property of another, including property belonging to the school or district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property. See Rule 18 for additional information on vandalism.

**Rule 13: Inappropriate Public Displays of Affection**
Different people have different opinions on what constitutes appropriate behavior of affection. Differences in cultural mores are also a source of different ideas about what constitutes appropriate behavior. PDMSTA has determined that inappropriate public displays of affection include, but are not limited to, kissing on the lips, hugging from behind, sitting on laps, touching private parts and licking.

**Rule 14: Tobacco**
A student shall not use, sell, distribute or possess any kind of tobacco product or associated paraphernalia on school property or at a school function. The first violation of this rule shall be a Level 2 offense. Subsequent violations will be Level 3 offenses. Possession of rolling papers is treated as a violation of Level 3 Drug Offense.


**Level 3 Offense**

**Rule 15: Threatening /Intimidation**
A student shall not threaten to strike, attack or harm any person or cause another person to become fearful by intimidation, through any medium, including threats made in person, on the telephone and/or in writing, that pose a safety risk to the school environment. This level offense will be determined by the level of risk presented by the threat, whether the threat could reasonably be carried out and whether the threatened person is made fearful. This rule violation could be considered a Level 1, 2, or 3 Offense.

**Rule 16: Stealing or Possessing Stolen Property (≥$100)**
A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.

**Rule 17: Violation of Local Laws and Ordnances:**
- **Burglary:** A student will not unlawfully enter any district property with the intent of committing a felony, to steal and/or take and carry away the property of another, or to attempt to commit the taking of property.
- **Robbery:** A student will not take or attempt to take another person’s property by force or violence.
- **Extortion:** A student will not take, threaten or attempt to take the property (including but not limited to money) of others through intimidation.

**Rule 18: Vandalism (≥ $100)**
Students will not willfully, with or without malice, participate with others to litter, damage or destroy property of another, including property belonging to the school or district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

Any student who damages, disturbs, or destroys school property is expected to make restitution to PDMSTA. A student may also be requested to cooperate and work with custodial personnel to help clean up any damage caused by the student. Students who violate school board policy will be dealt with on an individual basis regarding appropriate discipline.

School boards have a general duty under state law to provide for the care, control and management of school property. State law also requires a school board to make an inventory of all school property and to keep school buildings and equipment amply insured.

1. The Pee Dee Math, Science and Technology Academy adopts the following definitions and state statutes with regards to school vandalism:

**Damage to Property** – Intentionally causing damage to any physical property of another; from
intentionally damaging any building by means of fire; or any property of another by means of explosives without the person's consent.

**Graffiti** – Intentionally marking, drawing or writing with paint, ink or another substance on or intentionally etching into the physical property of another without the other's consent.

**Computer Damage** – Willfully, knowingly and without authorization modifying or destroying data, computer programs or supporting documentation to include: (a) modifying computer equipment or supplies that are used or intended to be used in a computer, computer system or computer network, and (b) destroying or damaging a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system, or computer network. Simply stated, computer vandalism is any malicious attempt to harm or destroy hardware, software and wiring, and data of another user. It includes, but is not limited to, the uploading or creation of computer viruses.

**Reward Funds** – The School Board may establish a reward, not exceeding $500, for information leading to the arrest and conviction of persons who damage or destroy school property.

**Restitution for Damages** – Violators of the vandalism policy will be required to pay forfeitures and/or restitution for specified criminal acts as ordered by the court. Parents are liable for damages to property; for the cost of repairing or replacing property; the maximum recovery from any parent may not exceed the amount as specified by state law for any one act of a child relating to property damage.

2. Incident Reporting/Record keeping: All instances of vandalism should be reported immediately to designated school personnel: the Executive Director, Principal, and/or designee. The narrative report should include the name of the perpetrator; the date, time, and place of the act; any special circumstances related to the act; the date reported to police authorities; a description of the damage to school property and its effect on school operations; cost analysis of the damage, including estimated cost of repairs or replacement and labor; and any other pertinent information.

3. Apprehension/Discipline of Offenders: The School Board will actively support the apprehension and punishment of any person involved in committing acts of vandalism. The Executive Director, Principal, and/or designee is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

The School Board will cooperate fully with law enforcement agencies in their efforts to apprehend and punish such persons under criminal laws and will enforce school district disciplinary measures when applicable.

The system operator will perform routine maintenance and cleanup of files that may include deleting and "dumping" student and teacher files which is not an act of vandalism.
4. Collection of damages: The School Board authorizes the Executive Director, Administrator/designee to pursue the collection of damages through legal action when necessary.

**Rule 19: Repeated Level 1 and/or Level 2 Offenses**
Repeated incidents of generally disruptive behavior will result in a Behavioral Review. The recommendation for this review must come from the Student Support Team, following appropriate documented interventions.

**Rule 20: Sexual Behavior**
A student shall not engage in any sexual behavior on school property or at a school-sponsored activity.

- **Offensive Touching:** A student shall not engage in unwanted touching of an offensive or sexual nature. (This may be a Level 2 or 3 offense.)
- **Sexual Harassment:** A student shall not engage in unwanted verbal or physical (e.g. gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile or offensive. (This may be a Level 2 or 3 offense.)
- **Indecent Exposure:** A student shall not intentionally expose private body parts, including but not limited to the display of the buttocks (mooning). (This may be a Level 2 or 3 offense.)
- **Consensual Sexual Activity:** A student shall not engage in consensual sexual activity. (For Primary students, this may be a Level 1, 2, or 3 offense.) “Consensual” means all parties are willing participants in the activity.
- **Sexual Battery:** A student shall not attempt to engage in sexual activity against another person by force, threat or fear.

**Rule 21: Weapons or Dangerous Items**
A student will not possess, handle, transport or use any weapon, object that can be reasonably considered a weapon, dangerous object or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of school and law enforcement. This rule does not apply to school supplies (e.g., pencil, laser pointer) unless used as a weapon. Note: any object thrown from a school bus will be treated as a weapon.

**Special Note: See the Safe Harbor Provision. Prohibited items include, but are not limited to:**
A. Toy knife or look-a-like knife
B. Weapon not capable of propelling a missile
C. Knife
D. Box cutter/razor blade
E. Camouflaged weapon
F. Object thrown from a bus
G. Ammunition
H. Fireworks
I. Bomb (includes destructive devices such as an explosive, incendiary or poison gas, grenade, rocket having a propellant charge of more than 4 ounces, missile with an explosive charge of more than 1/4 ounce, mine, or similar device)
J. Air soft gun, BB gun, pellet gun
K. Any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, starter pistols, BB guns, flare guns, air rifles, air pistols, air soft pellet guns or paint ball guns, mace, fire extinguishers and/or the use of any object or any substance that will potentially cause harm, irritation or bodily injury.

Rule 22: Aggressive Verbal and Physical Action
A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult may be a Level 1 or 2 offense.

- **Verbal Confrontation/Provocation:** A student shall not approach another person in a confrontational, provocative or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression. (This may also be a Level 1 or 2 offense.)
- **Fighting:** The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. (The first violation of this rule may be a Level 2 offense so long as it does not involve a weapon or result in injury or disruption to the educational environment, and will result in no more than an out-of-school suspension of five days. Subsequent violations or those that cause injury or disruption shall be a Level 3 offense.) A student who is physically attacked may act in self-defense without consequence. **Self-defense** is defined as the act by a nonaggressive victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.
- **Assault on a Student:** A student shall not physically attack another student. See self-defense as defined above. (The first violation of this rule may be a Level 2 offense so long as it does not involve a weapon or result in injury or disruption to the educational environment, and will result in no more than an out-of-school suspension of five days. Subsequent violations or those that cause injury or disruption shall be a Level 3 offense.) **Multiple Assaults:** A student shall not act in concert to physically attack another student.
- **Assault on a Staff Member:** A student shall not physically attack a staff member or adult. See self-defense as defined above. **Multiple Assaults:** A student shall not act in concert to physically attack a staff member or other adult.
- **Inciting to Riot/Chaos:** A student shall not engage in behavior of a violent or aggressive nature in a highly volatile area that could result in a riot, widespread chaos or aggressive actions (verbal and/or physical) by students witnessing or involved in the incident. (This may also be a Level 2 offense.)
• **Refusing to Disperse:** A student who witnesses an incident under this rule shall disperse at the request of staff members. (This may also be a Level 2 or 3 offense.)

• **Participation in a Civil Demonstration:** A student shall not disrupt the school day by participating in a civil demonstration, including leaving campus without permission. (This may also be a Level 1 or 2 offense.)

**Rule 23: Drugs/Illegal Substances, Alcohol, Prescription Drugs**

A student shall not use, purchase, sell, distribute, be under the influence of or possess any kind of tobacco, alcoholic beverage, controlled substance (as defined by state law) or illegal or counterfeit substance.

• **ALCOHOL:** A student shall not possess, use, distribute or be under the influence of alcohol on school property or at a school function. The first violation of this rule may be a Level 2 offense. Subsequent violations may be a Level 3 offense.

• **MARIJUANA:** A student shall not possess, use or be under the influence of marijuana, or possess associated drug paraphernalia on school property or at a school function. The first violation of this rule may be a Level 1 or 2 offense. All subsequent violations may be a Level 3 offense. “Marijuana” is defined to also include synthetic cannabinoids. Possession of large amounts or of more than one individually wrapped package of marijuana will be deemed to be an attempt to sell illegal drugs.

• **DRUGS/ILLEGAL SUBSTANCES, COUNTERFEIT DRUGS AND PARAPHERNALIA:**
  
  o **Use, Influence or Possession of Drugs/Paraphernalia:** For drugs other than marijuana, a student shall not use or be under the influence of illegal or controlled substances or possess illegal, counterfeit or controlled substances (including prescription drugs without a doctor’s order filed with the school) or drug paraphernalia on school property or at a school function. The first violation of this rule may result in a Level 2 offense.

  o **Sale/Distribution (Attempt or Actual):** A student shall not distribute, sell, attempt to sell, or possess with intent to sell any illegal, counterfeit or controlled substance. Possession of a large amount of or more than one individually wrapped package of a controlled or illegal substance will be considered evidence that the student intended to sell or distribute the product.

**Safe Harbor Note:** Any student who inadvertently possesses or finds a weapon or substance, which may subject the student to a possible expulsion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of or has knowledge about the weapon or substance.

**Bullying Policy**

SECTION 59-63-120. As used in this article:
(1) 'Harassment, intimidation, or bullying' means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:
(a) harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
(b) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.
(2) 'School' means in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child.

SECTION 59-63-130. (A) A person may not engage in:
(1) harassment, intimidation, or bullying; or
(2) reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.
(B) A school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

PDMSTA believes bullying is a form of harassment. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to actions such as verbal taunts, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within school. The above allegations are to be reported to the teacher and the administration. All allegations are then investigated and reported to the proper authorities, including but not limited to parents and local law enforcement. Retaliation for the reporting of bullying will be met with additional disciplinary consequences.

PDMSTA prohibits harassment, intimidation or bullying of any student at school or school sponsored activity. Parents and guardians, school employees, volunteers, students, administrators, and community representatives are made aware of the school policy against bullying each year through electronic and written media and through participation in school programming.

Appropriate student behavior constitutes behavior that is not in violation of the student behavior policy or South Carolina State Department of Education codes of conduct, as listed above.

Students or staff may report openly or anonymously any act or acts of harassment, intimidation, or bullying. However, formal disciplinary action must not be taken solely on the basis of an anonymous report. Reports may be directed to the teacher or school administration who will then investigate serious violations and complaints promptly. School staff and volunteers who have significant contact with students are trained on a yearly basis to recognize the signs of bullying and the proper procedures for reporting it.
PDMSTA prohibits reprisal or retaliation against a person who reports an act of harassment, intimidation, or bullying.

Bullying is something that is a nation wide issue in today’s educational system. Here at PDMSTA, we are definitely aware of this phenomenon, and we are being proactive in order to ensure that bullying is not a primary issue in our school.

Researchers all agree that bullying contains three major key elements: an **intent** to harm, a **power imbalance**, and **repeated** acts of chronic behavior. We will therefore define bullying as; intentionally threatful behavior, repeated over time, that involves a power imbalance.

We as educators are extremely aware that bullying happens in the school, and we want to make sure that we are doing everything we can to minimize these situations. However, sometimes students and even adults may mistake an incident that may be children being unintentionally mean and rude and confuse it for bullying. We would like to do everything we can to clear up the differences between a bullying situation and other incidents that may be conflict, rudeness, or meanness.

<table>
<thead>
<tr>
<th>Bullying</th>
<th>Intentionally aggressive behavior, repeated over time, that involves power imbalance</th>
<th>A large bodied female sits alone in the lunchroom, because the past month the “popular kids” have called her fat and won’t let her sit with them. Via social media, a page has been created to insult kids who are deemed “nerdy and goofy”. Students comment and share information throughout the web.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rudeness</td>
<td>Usually spontaneous, unplanned consideration, not meant to actually hurt someone</td>
<td>Jumping ahead of the line, bragging about highest grade in the class, burping in a student’s face.</td>
</tr>
<tr>
<td>Meanness</td>
<td>Purposely saying or doing something to hurt someone, once or twice</td>
<td>“Are you seriously wearing those shoes? They are so old?” “What are those?” “You’re fat.”</td>
</tr>
<tr>
<td>Conflict</td>
<td>A difference that prevents agreement</td>
<td>Students argue about which ball to play with and a yelling match ensues.</td>
</tr>
</tbody>
</table>
From *The Bully, The Bullied, and The Bystander*
www.kidsareworthit.com kids are worth it! inc.
800.729.1588 fax 303.972.3237
PDMSTA - Knights Honor Code & Expectations

Our COMMUNITY is one of respect and honesty, always with a positive attitude.
We maintain ORDER by consistently following directions and remaining organized at all times.
We demonstrate DEDICATION by being on time, prepared, and on task, because we BELIEVE we will achieve academic success.
We demonstrate EXCELLENCE in academics, with innovative solutions to real world problems, full participation by all, and service to our community.

<table>
<thead>
<tr>
<th>C</th>
<th>O</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>Order</td>
<td>Dedication</td>
<td>Excellence</td>
</tr>
<tr>
<td>Respect</td>
<td>Consistency</td>
<td>On Time</td>
<td>Academics</td>
</tr>
<tr>
<td>Honesty</td>
<td>Follow Directions</td>
<td>Prepared</td>
<td>Innovation</td>
</tr>
<tr>
<td>Positive Attitude</td>
<td>Organized</td>
<td>On Task</td>
<td>Participation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Service</td>
</tr>
</tbody>
</table>

School-Wide Rules
1. Choose Positive Actions that are good for self and the community
2. Be Mindful of self, others, materials, and teacher’s direction
3. Be Present: prepared, on time, and on task
4. Fully participate in solving problems, learning, and being of service to the community
### Behavior Management Matrix

<table>
<thead>
<tr>
<th>Act</th>
<th>Response/Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong> General Disruptive Behavior</td>
<td></td>
</tr>
<tr>
<td>Disrupting instruction</td>
<td>1. Verbal/NonVerbal redirection</td>
</tr>
<tr>
<td>Failing to follow directions</td>
<td>2. Verbal &amp; Live School - 1</td>
</tr>
<tr>
<td>Offensive speech/gestures</td>
<td><em>Second Offense (same day)</em></td>
</tr>
<tr>
<td>Excessive talking</td>
<td>3. Verbal &amp; Live School - 2</td>
</tr>
<tr>
<td>Leaving area without permission</td>
<td>Coaching &amp; Parent Contact</td>
</tr>
<tr>
<td>Distracting others</td>
<td>possible Detention/Educational Intervention</td>
</tr>
<tr>
<td>Harrassment</td>
<td></td>
</tr>
<tr>
<td><strong>Level 2</strong> Chronic Disruptive Behaviors</td>
<td></td>
</tr>
<tr>
<td>Defiance</td>
<td>Verbal &amp; Live School - 3</td>
</tr>
<tr>
<td>Repeated minor offenses</td>
<td>Coaching &amp; Parent Conference</td>
</tr>
<tr>
<td>Chronic disruption of others' learning</td>
<td>Restorative Practices</td>
</tr>
<tr>
<td>Consistent offensive speech/gestures</td>
<td>possible Referral to SST</td>
</tr>
<tr>
<td>Harrassment/Intimidation</td>
<td>possible Detention/Educational Intervention</td>
</tr>
<tr>
<td>Fighting (minor shuffle between students)</td>
<td></td>
</tr>
<tr>
<td><strong>Level 3</strong> Major Offenses</td>
<td></td>
</tr>
<tr>
<td>Fighting</td>
<td>Office Referral</td>
</tr>
<tr>
<td>Severely offensive speech/gestures</td>
<td>Coaching &amp; Parent Conference</td>
</tr>
<tr>
<td>Inappropriate touching</td>
<td>Restorative Practices</td>
</tr>
<tr>
<td>Lying/Cheating/Stealing</td>
<td>SST</td>
</tr>
<tr>
<td>Harrassment/Intimidation/Bullying</td>
<td>possible Suspension (1-5 in or out)</td>
</tr>
<tr>
<td>Skipping class for less than 30 minutes</td>
<td>possible RTI</td>
</tr>
<tr>
<td><strong>Level 4</strong> Legal Offenses</td>
<td></td>
</tr>
<tr>
<td>Bringing weapons to school</td>
<td>Office Referral</td>
</tr>
<tr>
<td>Bringing drugs/alcohol to school</td>
<td>Coaching &amp; Parent Conference</td>
</tr>
<tr>
<td>Threatening/harrassing/bullying a student or teacher</td>
<td>Restorative Practices</td>
</tr>
<tr>
<td>Physical assault on student/staff</td>
<td>Suspension (1-5 days)</td>
</tr>
<tr>
<td>Sexual offenses</td>
<td>possible Expulsion</td>
</tr>
<tr>
<td>Falsifying an emergency</td>
<td>SST</td>
</tr>
<tr>
<td>Destruction of property</td>
<td>RTI</td>
</tr>
<tr>
<td>Disruption of school activities</td>
<td></td>
</tr>
<tr>
<td>Defying valid authority of school personnel or supervisor</td>
<td></td>
</tr>
<tr>
<td>Forging a parent signature or illegal use of school forms</td>
<td></td>
</tr>
<tr>
<td>Truancy or skipping class for more than 30 minutes</td>
<td></td>
</tr>
</tbody>
</table>
Student Behavior Roadmap Levels 1, 2, 3, & 4

**Level 1**
General Disruptive Behavior

- Teacher Redirects
- Correction
- Persistence

**Level 1 Negative Actions**
- Disrupting instruction
- Failing to follow directions
- Offensive speech/gestures
- Excessive talking
- Leaving area without permission
- Distracting others
- Harassment

**Nice Job!**
Thank you for choosing positive actions and showing respect for our community!

- Correction
- Persistence

**Return to Class**
Graceful entrance. Each time you return to class, you have the opportunity to choose positive actions that support learning.

**Live School = 2 demerits**
ReFocus
It's time for you to own your actions, understand why you are choosing them, learn to use positive actions, and commit.

- Your actions are preventing the teacher from being able to teach and other students from being able to learn. You can choose to use or learn positive actions.
- Persistence

**Live School = 3 demerits**
Office ReFocus & Coaching
1st Offense

- Your negative actions are affecting the classroom community. You are going to the office.
- Persistence

**Live School = 4 demerits**
Office ReFocus & Coaching
2nd Offense
Detention & Parent Conference (possible suspension)

- This is your last chance to choose to learn positive actions. Your negative actions are now affecting the school-wide community.

**Live School = 5 demerits**
Office ReFocus & Coaching
3rd Offense
Suspension
Restorative Practices
Parent Conference

Your negative actions have become Level 2 Chronic Disruptive Behavior. You will spend the rest of the day in in-school suspension.
Level 2
Chronic Disruptive Behaviors

Live School - 1 demerit for Level 2 actions
Office ReFocus & Coaching
2nd Offense
Detention & Parent Conference
(possible suspension)

Return to Class
Graceful entrance.
Each time you return to class,
you have the opportunity to
choose positive actions that
support learning.

Persistence

Correction

Live School - 5 demerits
Office ReFocus & Coaching
3rd Offense
Suspension
Restorative Practices
Parent Conference

Your negative actions are now affecting the school-wide community.
You will be removed
from the community to reflect on your choices
and learn positive actions.

LEVEL 2 NEGATIVE ACTIONS
Defiance
Repeated minor offenses
Chronic disruption of others' learning
Consistent offensive speech/gestures
Harassment/intimidation
Fighting (minoruffle between students)

Your negative actions are affecting the classroom community. It is time to
learn positive actions.

Nice Work!
Thank you for choosing positive actions and showing respect for our community!
Sexual Harassment

PDMSTA prohibits unlawful sexual harassment of any student or other person. Prohibited sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to insulting or degrading sexual remarks or conduct and inappropriate touching. PDMSTA prohibits reprisal or retaliation against a person who reports an act of sexual harassment. Retaliation for the reporting of sexual harassment will be met with additional disciplinary consequences.

Lunch/Recess Assistance

*We use the term assistance rather than detention because we are assisting the student in making good behavioral choices.

For disciplinary infractions, students may receive lunch and/or recess assistance at the teacher’s discretion. Lunch assistance will take place in a separated area monitored by a staff member and students will be expected to be completely quiet while eating their lunch, also referred to as “silent lunch.” Recess assistance will take place either in the classroom or on the playground in a teacher-designated area safe for children.

If lunch or recess assistance is not an immediate option and a student needs to be removed from the classroom, the office or another teacher’s classroom are viable options while the teacher notifies the parents/guardians.

Before or After School Assistance

Before or after school assistance may be scheduled at the teacher’s discretion to address disciplinary infractions. Parents and students should be prepared for before or after school assistance to last a minimum of forty-five minutes for no more than two consecutive school days at a time. If before or after school assistance is assigned, students will work on classroom assignments. At the teacher’s discretion with administrative approval, time may also be served during field trips or activities which reward students for good behavior.

Search and Seizure Guidelines

• The PDMSTA Board reserves the right to authorize the Administration and/or his/her designee to search a student’s belongings (lockers, desks, vehicle, book bag, or other possessions),
including if an imminent danger to the student or others is suspected. If a student is suspected of having illegal, hazardous, harmful, or threatening articles in possession or in personal property on school premises, search and seizure will be performed according to the guidelines outlined below.

- School officials may search students, their personal property and property assigned by the school for the students’ use at any time on school property or when students are under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations, or school rules.
- Searches will not be excessively intrusive in light of the age, sex, maturity of the student, and the nature of the offense. Strip searches are prohibited by the school.
- School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.
- School-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the school. It is not required that the student be present during the inspection.
- Items found which constitute evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to its rightful owner, as deemed appropriate.
- Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student’s possession or forfeited in accordance with law.
- At the time of the search, every attempt within reason will be made to maintain the student’s privacy. Parents of any involved students will be notified as soon as possible if such actions are required. A student’s failure to cooperate or obstruct a search will receive consequences congruent to a Level 3 offense.

**Code of Conduct**

Students are expected to observe good order; be diligent in study; respect themselves, their classmates, and those in authority; obey universal playground rules, individual classroom rules, and all school regulations; and, make positive contributions to the school community. Teachers, staff, parents, visitors and volunteers are also expected to maintain the highest level of moral integrity, uphold and promote the goals of the school and provide positive role models for the students. If visitors to the classrooms and school cannot be respectful and observe PDMSTA Code of Conduct, they may be asked to leave the school premises. Law enforcement officials will be called for any person who communicates a threat or poses an imminent (perceived or real) threat to the safety of the students and staff of the school.
Classroom Behavior

Students are expected to follow all classroom rules with a good attitude. Rules will differ slightly from classroom to classroom, but all expect universal respect, on task behavior and compliance to all rules and regulations articulated in this handbook. Students are expected to clean up their desks and classrooms at the end of each day. Teachers will plan this into the afternoon schedule so classes can be dismissed on time.

School Wide Rules

- Be Positive
- Be Mindful
- Be Present
- Be of Service

Give Me Five

1. Eyes are on the teacher
2. Ears are listening
3. Mouth is quiet
4. Hands are in your lap
5. Be still

Positive “School Wide Recognition”

Two times per year at the Reward and Recognition assemblies, which will be held at the end of each semester, students will be recognized for positive behaviors noticed by staff. Parents are invited to attend these recognition assemblies. (Please keep in mind that these awards are often a surprise for the students.)

Lines of Communication

Communication with parents is very important to the success of our students. Email, notes home (homework folders, planners), and telephone will be our base-line for communication. Parents should let their child’s teacher know the best way to contact each parent for immediate notification.
IDEA

Students eligible for protections under IDEA and Section 504 are subject to the same disciplinary procedures as their non-disabled peers in accordance with the regulations specified by IDEA and Section 504 of the Rehabilitation Act.

Promotion and Retention

Elementary School: Students will be promoted to the next consecutive grade if they have completed competency and understanding of their academic Grade Level requirements as noted on their report cards and progress reports. If students’ report cards indicate that students have been completing Below Grade Level requirements in reading, writing, or math, it is possible that these students may be recommended for retention in their current grade level. The procedure for retention is as follows:

1. Teachers will indicate on progress reports whether students are performing Below Grade Level, Grade Level, or Above Grade Level. The designation, Below Grade Level, should be viewed as a red flag to parents indicating that radical intervention must occur for students to succeed academically and be promoted to the next grade level.

2. Ongoing documented dialogue will occur between parents and teachers at mandatory conferences and informal conferences throughout the year.

3. Parents will keep teachers informed of additional testing and resources they have discovered that could contribute to their children’s success. Teachers will reciprocate with ideas for parents to enact at home that will enhance success at school.

4. If a student has not attained Grade Level status by the March parent/teacher conference, the teacher will implement a Retention Committee, which will include the teacher, the Principal, and the classroom teacher in the grade above the current class grade level. The Committee will discuss and recommend promotion, conditional placement, or retention of the student. This recommendation may include suggestions for additional work over the summer or alternative programs that will enhance recovery of the student’s academic grade level requirements.

5. The parent may request a review of student’s status the first week in August. In this case, PDMSTA will schedule and provide appropriate testing. The same Retention Committee will review the test results, if possible, and will confirm or amend their original recommendation.
Attendance and Tardy Procedures

Attendance
Regular attendance is imperative for success at PDMSTA. Tardiness is very disruptive and will not be tolerated as it shows disrespect for the school, fellow students, and teachers. In accordance with S.C. Code of Laws §59-40-50(B)(2)- A charter school must meet, but may exceed, the same minimum student attendance requirements as are applied to public schools. In compliance with the State Board of Education and S.C. state law, PDMSTA will use the following procedures to remedy all attendance, truancy, and excessive tardiness issues.

ABSENCES ARE NOW DEFINED AS “LAWFUL” OR “UNLAWFUL.” PDMSTA no longer recognizes “excused” or “unexcused” absences.

I. Lawful and Unlawful Absences

(A) Lawful absences include:

(1) absences caused by a student’s own illness and whose attendance in school would endanger his or her health or the health of others,
(2) absences due to an illness or death in the student’s immediate family,
(3) absences due to a recognized religious holiday of the student’s faith, and
(4) absences due to activities that are approved in advance by the principal.

ALL LAWFUL ABSENCES REQUIRE OFFICIAL DOCUMENTATION EXPLAINING WHY THE STUDENT WAS ABSENT. This documentation must be turned in within 5 days of the student’s return to school. Failure to provide Official Documentation may result in absence being deemed Unlawful.

(B) Unlawful absences include:

(1) absences of a student without the knowledge of his or her parents, or
(2) absences of a student without acceptable cause with the knowledge of his or her parents.

(3) **Four consecutive unexcused tardies taking place within 6 consecutive school days**

(C) Suspension is not to be counted as an unlawful absence for truancy purposes.
MORE THAN TEN SUCCESSIVE ABSENCES REGARDLESS IF THEY ARE LAWFUL, MAY RESULT IN REMOVAL FROM ENROLLMENT AT PDMSTA BASED ON S.C. LAW AND ADMINISTRATIVE REVIEW.

II. Truancy

• A truant is any child ages 6 to 17 years that has three consecutive unlawful absences or a total of five unlawful absences.

III. Tardy

• A student will be marked as having an unexcused tardy if they are not sitting in their desks ready for school to start at 7:30 a.m.

**THE ONLY EXCUSED TARDY WILL BE WHERE A CHILD ATTENDED A PHYSICIAN AND OFFICIAL DOCUMENTATION IS PRESENTED UPON RETURNING TO SCHOOL.**

Tardy Procedures:

1. Both student and adult must go immediately to the office, not the classroom.
2. Adult will fill out and sign tardy slip and secretary will sign.
3. Student will take tear off portion of the slip to the classroom and give to the teacher or assistant.
4. Secretary will file tardy slip in student’s file and make note on attendance chart in office.

(EVERY FOUR CONSECUTIVE UNEXCUSED TARDIES WILL EQUATE TO ONE UNLAWFUL ABSENCE. PLEASE NOTE THAT UNLAWFUL ABSENCES HAVE A DIRECT EFFECT ON TRUANCY STATUS!)

Discipline Guidelines for Unlawful Absenteeism

• A student who meets the definition of a truant through absences and/or excessive tardiness may result in reporting to the Family Court System.

PLEASE NOTE: In dealing with truancy it is the primary goal of PDMSTA to exercise all reasonable, educationally sound, corrective actions before resorting to reporting to the Family Court.
• Ten consecutive Unlawful Absences will result in automatic dismissal from PDMSTA, and the student must reapply for admission.

PLEASE NOTE: It is NOT the office administrator’s responsibility to ensure the student’s attendance status for the day.

Homework

Students can expect anywhere from twenty to sixty minutes of homework each evening consisting of reading, spelling, math activities, and unfinished daily work. The type and quantity of the homework will be determined by the age of the students and the goals of the classroom teacher. Additional time may be needed for individual students to complete class assignments or to revisit assignments. Elementary teachers structure their classes so that there is adequate time for the on-task student to complete their class work in school. If the student consistently has additional homework besides the regularly assigned work, you should contact the classroom teacher and discuss the reasons for the extra work. It may be that the student is a more deliberative worker and needs extra time at home to keep up with the class, or it may be that the student is not maximizing class time wisely, or there may be other circumstances that should be discussed.

My Knights (Homework/Take Home) Folder

Knowing
Nightly
Information
Gaining
Higher
Thinking
Skills

Standards of Performance

All assignments are due on the date scheduled. Teachers will administer due date extensions on the basis of extenuating circumstances. Should the majority of assignments in any class for a given week not be submitted, a parent/teacher conference will be scheduled as soon as possible.

Neat work should be submitted. Large scratched-out answers are unacceptable. Additional writings, (notes to other students, cartoons, drawings; etc.) other than what the assignment requires, will be returned to the student to be redone. A grade reduction will be applied for any
assignment that has to be redone based on this category. Commitment to improved writing, at the very least legible writing, is possible, especially if the standard is established in advance.

Misspelled words can and should be corrected. If there is a learning difficulty in this area, assistance at home will help remedy this issue. If this issue is prevalent throughout the particular assignment, the student may be required to redo the assignment.

## Academic Records

All student academic records will remain confidential and stored in a locked fireproof safe. Requests for transfer of records will be processed within ten working days.
SECTION III

General Policies and Schedules

School Hours
PDMSTA will be in session from 7:30 a.m. to 2:30 p.m., Monday through Friday, for all grades except when otherwise noted on the calendar below. Breakfast will be served between 6:50 a.m. to 7:15 a.m. Students will not be allowed to enter the classrooms unsupervised before 7:15 am. Teachers will be available for conferences by appointment before or after the school day or during their scheduled planning period as availability permits. The office will be open at 7:00 a.m. If you need to speak with someone, leave a message on the answering machine, and we will return your call as soon as possible. Students will be supervised from 2:30 p.m. to 3:00 p.m. while waiting for rides. After 3:00 p.m. the student will be the responsibility of the parent.

School Closures
Closures due to weather will be announced on WIS-TV and other surrounding news outlets.

School Calendar
In general, the school calendar for PDMSTA follows the Lee County District calendar with some modifications. It is attached to the back of this handbook for your convenience.

Lost and Found
Articles that do not belong to the school that are left at school will be placed in the lost and found. Please look through the lost and found at the monthly PDMSTA meetings and reclaim your misplaced belongings. Items left in the lost and found at the end of each semester will be added to the costume collection, taken to Goodwill or thrown away.
SECTION IV

Health and Safety Policies

**Immunizations**

Immunizations as prescribed by the state of South Carolina are mandatory for Pee Dee Math, Science and Technology Academy students. It is the parent’s responsibility to ensure that student immunizations are up to date. A copy of the student’s immunization record will be kept on file.

**Illness and Communicable Disease Guidelines**

To ensure a healthy environment at PDMSTA, a child should be excluded from school and not come to school if he or she has any of the following signs or symptoms:

- Fever over 100
- Vomiting
- Diarrhea (more than two abnormally loose stool in one day, with or without fever)
- Severe or sustained cough (if your child has continued, uncontrolled coughing that is disruptive to the classroom learning environment, you may be asked to come pick your child up)
- Difficulty breathing or shortness of breath
- Skin lesions, eye lesions, or rashes that are “weepy” (fluid or pus filled)
- Colored drainage from eyes or ears
- Jaundice (yellow color of skin or eyes)
- Complaint of stiff neck or headache with any of the above symptoms

When a child has been excluded from school due to health reasons, the following are guidelines for re-admittance:

- **Fever** – 24 hours after temperature returns to normal
- **Vomiting** – when vomiting has stopped for 24 hours
- **Diarrhea** – when diarrhea has stopped for 24 hours or with doctor’s written statement that the diarrhea is due a non-communicable cause
- **Severe cough** – when cough has stopped for 24 hours or with doctor’s written statement that the cough is due to a non-communicable cause
• **Eye infection** – when infection is gone or after appropriate treatment, with doctor’s written consent
• **Rash** - when rash is gone or with doctor’s written statement that the rash is non-communicable or after appropriate treatment, with doctor’s written consent
• **Chicken pox** – when all pox are scabbed over (no new or open blisters are present) and other symptoms of illness are gone (usually 6 days)
Allergies and Other Dietary Restrictions

We can only imagine the fear and anxiety parents of a child with life threatening food allergies encounter on a daily basis. The most common of these allergies are to peanuts, tree nuts, soy, fish, shellfish, eggs, corn, milk, and wheat. Peanut and tree nuts account for 92% of severe and fatal reactions, along with fish and shellfish. The CDC reported that food allergies result in over 300,000 ambulance-care visits a year among children. Every child’s allergy is specific to each child. Most anaphylactic reactions may begin with itching and a metallic taste in the mouth. Symptoms may include hives, wheezing, difficulty breathing, coughing, vomiting, diarrhea, loss of consciousness or drop in blood pressure. These symptoms may begin minutes after to two hours after exposure. Life threatening reactions may become worse over several hours. When two or more symptoms are present, an EpiPen may be used.

The oiliness and consistency of nut products makes it difficult for children that are allergic to these products to avoid its residue. Hand sanitizer does not wash away peanut protein, only soap and water does. Classrooms, gyms, and bathrooms are used by many. Candy, baked goods, and sandwiches with peanuts or tree nuts are extremely difficult to monitor. Strict avoidance of the allergy causing food is the only way to avoid a reaction.

The school allergy team may contact you concerning special needs of individual students in your child’s classroom. We may ask for your cooperation in providing only appropriate items in those specific situations to have during daily snack, lunch time, and holiday parties or other special occasions. Please do not send food to share in any classroom unless it has been discussed with the teacher. We also ask that students do not share food items with others at any time during the school day or on the way to and from school. This will reduce risk to students who have dietary restrictions of any kind.

We welcome your non-food ideas to make special events an exciting time. It is extremely difficult to provide you with a list of safe foods as ingredients can change without notice. Please read labels carefully and watch for manufacturer’s allergy warnings when considering a snack. This is a great way to include your children in teaching them about the safety and concern of others. Mental note: Food Allergies are an increasing problem among our children and adults. We are grateful for your understanding and willingness to help provide a safe environment for everyone. For more information visit: www.foodallergy.org/ www.parentsofallergicchildren.org/

Guidelines for Managing Students with Severe Allergies or other Conditions

Severe allergies or other health conditions can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. It is impossible to create a peanut-free or allergen-free environment. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. We would like most importantly that our school is an Allergy Aware school: A place that children with food allergy (or other dietary restrictions) and parents can feel safe. These guidelines
have been designed to increase awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions

**Family Responsibility:**

- Notify the school nurse and/or Principal of the child’s allergy or health condition
- Work with the school allergy team and/or school nurse to develop a plan that accommodates the child’s needs throughout the school day including the classroom, cafeteria, after-school care, school sponsored activities, on the school bus/car pool, as well as a Severe Allergy Emergency Action Plan
- Volunteer to assist or lead in teaching the class or school about child’s health condition or allergy awareness
- Provide the school with emergency contact information
- Provide written medical documentation, and medications as directed by a physician
- Provide the school with up-to-date emergency medications to be stored in a secure location as decided by the school nurse and/or and parents
- Educate the child in self-management of their severe allergy or health condition including: Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods or allergens
- Symptoms of reactions
- How and when to tell an adult or responsible friend they may be having an allergy-related problem
- How to read food labels

**Student’s Responsibilities:**

- Learn to recognize symptoms and take them seriously in early stages of reaction
- Take as much responsibility for avoiding allergens as possible, based on developmental level, including participation in planning the allergy action plan
- Learn to read labels
- Do not share or trade foods
- Wash hands before and after eating
- Promptly inform an adult if you suspect that you have contacted an allergen
- Develop trusting friendships with peers and ask them for help if needed
- Report teasing or harassment immediately
- Carry own Epinephrine and demonstrate competency, if age appropriate

*Because it is impossible to create an allergen-free school, PDMSTA cannot guarantee a student will not be exposed to allergens. As such, PDMSTA is not responsible for a student that has been exposed to allergens on or off campus; before, during, or after school hours; or otherwise. Enrollment at PDMSTA waives any and all liability PDMSTA, its Board of Directors, including all committees and subcommittees; its employees; or its assigns may have to a student, the student’s family, or any third party acting on behalf of the student or the student’s family or otherwise, as the result of exposure to an allergen.*
Head Lice
When a case of head lice is confirmed, parents will be called and asked to take the infected child home. Proof of treatment and a head check will be necessary before the child can come back to school. Students must be nit free in order to be allowed back into the classroom.

Several notes on clearing up head lice: Pharmacies carry various lice killing shampoo such as NIX and RID. Follow the product directions completely. The South Carolina State Health Division advises complete nit removal and because of the possibility of self-infestation from hatching eggs missed during the first treatment, recommends a follow up treatment seven days after the first. Also check and sanitize infected articles including furniture, clothes, bedding, combs, brushes, and other personal items to help eliminate re-infestation.

Student Medication Administration
• The school does not supply any drugs including aspirin or Tylenol.
• Band-Aids and ice will be available at the school for injuries.

Any over the counter drugs or prescription drugs for students must be stored in the office and dispensed by the Office Administrator. A medication form must be filled out for each applicable student and each individual medication. Prescriptions must be in their original containers and marked properly with the student’s name, type of medication and dosage. Parents/guardians should ensure that information on file is correct and complete (please include cell phone, work and pager numbers) to enable the school to reach you in case your child is hurt or ill. Prescribed medication may be distributed by authorized school staff.

Emergency Policy

Emergency Information
Emergency numbers are kept on file in the Administrative Office.

Emergency Evacuation
In the event of an emergency or emergency drill, students will evacuate buildings under the direction of their teacher, line-up for roll call, and then be given further instructions. Fire and crisis drills help prevent injuries and deaths in case of an emergency evacuation.

Inclement Weather and Emergency School Closing
If school is closed for inclement weather or any emergency, check the school’s social media pages, REMIND, and school website. The Executive Director must authorize school closings. PDMSTA will follow Lee County School District closings for inclement weather. **Parents are asked NOT to call the office without having checked our online website, or social media site.
Doing so, ties up the telephone lines. This could prevent school officials from getting through with important information. When a decision is made to close schools because of bad weather or the threat of bad weather, school officials will make a decision as soon as administratively possible. School officials will use REMIND, social media, and a phone tree to inform parents and guardians. The school will also notify WISTV-channel 10 and WBTW-channel 13. The school will place an alert on the school website, as well as post updates on the school’s Facebook accounts and REMIND app. The school’s website is www.pdmsta.org.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

EVACUATION

The decision to do a Level III Evacuation is made by the Executive Director or his/her designee in conjunction with Local Law Enforcement Agencies.

The school will be evacuated (Level III) if:
1. There is a serious/dangerous incident at the school or the community that justifies the evacuation.
2. There is an order from Government Authorities to evacuate.

In a Level III Evacuation:

1. An announcement will be made or someone will come to classrooms or to our Level II evacuation location.
2. STUDENTS AND STAFF ARE NOT TO USE CELL PHONES.
3. We will leave the campus by bus and authorized staff vehicles to go to an assigned evacuation site. Teachers will be told what bus to have their class board. There may be a need to have staff use their vehicles to transport student.
4. Teachers will take their staff notebooks, roll book, and student information sheets. The will keep students with them.

Nuclear Power Plant Emergency
1. If there is time, students and staff will be instructed to return to advisory by an intercom announcement.
2. Classes will be called to the bus lot to load buses for evacuation to the location designated by the Robinson Nuclear Center.
3. Our pickup location is
4. Children not picked up within 4 hours of evacuation will go to the Reception Center (Lee Central High School).

   Teachers will remain with their students and must take staff notebook with safety color cards, roll book and student information sheets.
5. Elective teachers (or teachers on planning), guidance personnel, custodians and all other staff who do not have students to supervise, should report to the main office for instructions and duty assignments.
6. No staff or students should attempt to contact anyone (parents, spouses, etc.) until directed to do so by the administration.
7. The front office administrator, school nurse and administrators will bring health cards, medications and emergency kits, and contact transportation etc. The office administrator will make all other necessary phone calls.
8. Administrators will monitor movement and the office administrator will keep logs of which classes are on which buses. Parents will not be allowed to pick up students at the school.

**Fire and Earthquake Drills**

Emergency evacuation plans will be posted in each classroom. According to the law, fire drills will occur monthly and earthquake drills biannually.
1. When the siren’s sound, students quickly and orderly form a line and walk through the nearest outside exit. The last person from the room should turn off the lights and shut the door. Students sitting by the windows should close them.
2. Teachers will take their roll book and walk with the class; assistants will check bathrooms and workrooms for children.
3. Students should form a line outside so teachers can easily take roll.
4. When released, students should walk back to the building in an orderly fashion.
5. Upon return to the classroom, each classroom teacher will lead the class in either an earthquake drill, Duck and Cover, or a Lockdown procedure.

**Background Checks**

PDMSTA has instituted a new policy regarding background checks to help ensure the safety of all students. Any person wishing to volunteer at PDMSTA (classroom, gym/lunch duties, field trips—essentially anything where there is/might be student contact) must have a completed and approved background check.
Please note that background checks are good for three years. Check with the office to pick up a form, or to check on your current volunteer status. Completed forms and payment for the background check may be turned in to the office.

**SECTION V**

*Parental Guidelines*

**Conferences**

- **Progress Report conferences:** Parent/teacher conferences will be scheduled during each semester grading period (see school calendar). The conferences will include the classroom teacher, the parents, and any other available staff member at the request of either party.

- **Additional conferences:** Conferences called regarding suspension, excessive unexcused absences or tardies are mandatory and may be scheduled within three days of the suspension or offense.

**Contacting Students During School Hours**

Please do not call the office to contact students unless it is an emergency. Students will not be called to the phone during school hours and only messages of an URGENT nature will be relayed to students. Students will only be allowed to use the phone for emergencies.

**Fifty-Hour Volunteer Guidelines**

Each family is requested to volunteer at least fifty hours per school year on school fund-raising projects or other opportunities benefiting PDMSTA. All PDMSTA meetings are tabulated as volunteer hours as well as assisting in the classroom, with fund-raising and the lunch program. Additional areas of service are driving on field trips, custodial work, maintenance and grounds keeping, coordinating with the classroom teacher and teaching specialized classes, setting up and taking down equipment for programs and graduations, lunch and gym supervision, and many other activities. A volunteer time-log is maintained in the office. Please make sure you log your hours so that you get credit for them.
• We appreciate those of you that go above and beyond our expectations of volunteer hours. However, because of the importance of everyone being involved in the school, you will not be allowed to give away your hours.
• Volunteers on campus during school hours must follow the visiting rules below.
• Employees with children who drive on field trips may log volunteer time for each trip.

**Campus Visitation Guidelines**

Go immediately to the office, sign in and pick up a Visitor’s or Volunteer’s Badge. For security reasons, all visitors and volunteers on campus must be documented on the sign-in sheet and easily identifiable by wearing a distinguishing name badge. Staff will question non-staff members without a badge and re-direct them to the office. Parents are allowed to visit classrooms but must give notice of at least two working days. Because our campus is small, we would like visitors to be as comfortable as possible.

Students are allowed to bring visitors with them to school IF they have received permission from their classroom teacher at least one day in advance. If they have not received prior permission from their teacher, their visitor will not be allowed into the classroom. Visitors must sign in and out at the office and wear a Visitor’s Badge while on campus. Visitors under the age of 18 must be accompanied by a visiting adult. In the case of underage visitors, only one child per visiting adult is allowed in the classroom as space is limited. However, more than one underage visitor per adult IS allowed in the cafeteria during breakfast or lunch. Visitors must remain with their hosts and agree to abide by the guidelines outlined in this handbook while on campus. Parents who wish to visit classrooms should schedule their visits through the office with a 48 hours notice. Visits may be limited to 20 minutes due to schedules and accommodating other visitors. Parent volunteers are encouraged. Background checks and other requirements may be given at the discretion of the Principal.

**Fund-raising**

Parents are vitally important to our fund-raising efforts. Everyone does not need to be involved in everything, but we strongly encourage everyone to be involved in something. A subcommittee who also reports to PDMSTA coordinates fund-raising. All fund-raisers must be approved by The PDMSTA Board.

**Transportation**

Parents are responsible for transportation to and from school. Please employ caution when dropping off and picking up children (See attached drop-off and pick up procedures memo). If
prior transportation arrangements change and children will be picked up by someone not listed on your registration form, you must notify the office before your child will be released into their care. Written notification for change of transportation should be received no later than the morning of the change unless the circumstances are emergent. Parent volunteers may be asked to provide transportation for field trips.

Lunch Program

PDMSTA offers lunch at no cost to all students. We follow the nutritional guidelines set forth by the USDA. There may be a charge for a la carte items when students desire to purchase food items in addition to what is served for lunch.
SECTION VI

Dress Code Expectations and Other Policies

Student Dress Code
School uniforms are required and comprise the daily wardrobe of all students while attending Pee Dee Math, Science and Technology Academy. Neatness and cleanliness are expected of all students at all times. Clothing must fit appropriately and must not be see through. No clothing advertising, promoting, or displaying the use of drugs; alcohol; tobacco; narcotics; profane language; weapons; or suggestive slogans, pictures, or offensive materials is allowed. No clothing displaying any gang symbols or references is allowed. No unfastened clothes or belts are allowed. The school dress code also includes the following:

➢ **Shirts:**
  • Collared polo shirts must always be worn
  • **Plain solid colors – Golden Rod, Navy Blue, Black, or White; either long or short sleeve (no sleeveless)**
  • No logos or wording
  • No pockets
  • No lace, patterns, designs, ruffles, etc.
  • No jeweled buttons

➢ **Pants:**
  • **Solid color - Navy Blue, Black or Khaki**
  • Slacks
  • Cargo pants
  • Corduroys
  • Walking or dress shorts (Shorts must be long enough to pass the hand test: When students stand straight and hang their arms straight down with hands extended, the garment will be at least as long as the tip of the longest finger.)
  • No gym or athletic shorts (except as may be required during PE or athletic events)
  • No denim or jean material (except on reward or fundraiser days as designated by the Principal.)
• No sweatpants, sweatshirts or sweat shorts
• No leggings unless worn under a skirt
• Waist of the pants must be worn at the waist of the student, NO SAGGING
• Crotch of the pants must be worn at the crotch of the student, NO SAGGING
• "Skinny Pants" are prohibited. There must be at least one inch for loose entire fitting.

➢ Dresses, Skorts or Capris (for girls):
• Dresses need to have a polo shirt top, jumpers may be worn with a polo shirt.
• Solid color - Navy Blue, Black, or Khaki
• Long enough to pass the hand test (described above)
• Waist of the skorts or capris worn at the waist of the student
• No sleeveless dresses

➢ Sweatshirts or Fleece:
• Plain solid color – Golden Rod, Navy Blue, or White
• Plain, without any logo or wording
• Zip front (may be zipped or unzipped) or pull-over.
• Hoods may be worn over head outside only
• No logos or wording

➢ Sweaters:
• Plain solid color- Golden Rod, Navy Blue, or White
• Undergarments must be completely covered
• No exposed midriff (skin) when both hands are raised above the head
• No baseball caps, bandannas, or scarves on school grounds
• Stocking caps are allowed in the winter (during bad weather), outside only.
• No body piercing, except maximum of one earring in each ear
• Maximum one necklace

➢ Hair:
• Hair is to be neat and well groomed
• Hair must not draw excessive attention thereby disrupting the focus on learning
• No rollers, combs, or picks to be worn in a student’s hair
• Hair color must be natural to human beings

➢ Piercing and Jewelry:
• For girls, body piercing must be limited to the earlobes with no more than 2 sets of earrings
• Boys are not to wear earrings
• Any other piercing jewelry must not be visible
• No chains are to be worn
• Spiked collars or wristbands are prohibited
Belts:

- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged)
- Middle/junior/high school students pants must have belt loops and mandatory belts

Coats and Hats:

- No hats, headgear of any type, hoods, or sunglasses are to be worn inside the building
- Coats are not to be worn in class

Shoes:

- Only closed toed shoes with no more than 1 ½ inch heels
- No shower style flip-flops, cleats, or shoes with built-in rollers
- Shoes must be properly buckled or tied where applicable
- No bedroom slippers are to be worn

Enforcement of Student Dress Code

- If a student is out of dress code, parents will be called to pick up their child or bring them appropriate clothing. If a student misses class because of a dress code issue, it will be an unexcused absence. If a parent cannot be reached the student will be assigned In-school Suspension for the rest of day.
- The dress code rules apply for daily school attendance, continuing as long as the student is on school grounds, field trips and all other school functions. Students who violate these rules when attending school functions forfeit the privilege to participate. Dress requirements for special programs may differ from or exceed the dress code guidelines. In general, students should dress-up for programs particularly if they are performing on stage.
- Staff and parents are expected to respect and enforce the dress code, including when visiting, volunteering or attending school functions.

If the student's dress is such that it constitutes a threat to health or safety or otherwise creates a disruption in the school environment in the considered discretion of the Administration, the Administration or his/her designee may require the student and the student's parents or guardians to take appropriate action to remedy the situation. In other words, the administration reserves the right to prohibit the wearing of any item of clothing or symbol that is deemed inappropriate or disruptive to the daily operation of the school.

** Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.
Interpersonal Interactions

Intimate personal contact is prohibited on school property at all times including school functions and school sponsored trips. There will be no holding hands, kissing or any other inappropriate behaviors of this nature.

School Lockers

Lockers/cubbies remain under the jurisdiction of PDMSTA even when assigned to individual students. PDMSTA reserves the right to inspect all lockers/cubbies.

Field Trips

Each class, at the teacher’s discretion and Principal’s approval, will plan and schedule periodic and appropriate field trips. Students are not required to attend co-curricular field trips. However, if students choose not to participate in field trips scheduled on a school day including end-of-the-year trips, they are still required to attend school where appropriate activities will be assigned. Failure to attend school when not participating in the field trip will result in an unexcused absence.

PLEASE NOTE: Students who are Below 75% or behind five assignments or more on their most recent grading period; students who have received one or more unsatisfactory conduct marks on their most recent REPORT CARD; and students who have received an Office Referral in the two months prior to the trip, may lose field trip privileges at the classroom teacher’s and Principal’s discretion.

• Students will NOT be allowed to drive on field trips
• Students will be responsible for raising the money to fund any year-end trip
• Volunteer hours will NOT be credited for parents who accompany students on year-end overnight trips

Field Trip Procedures: The following procedures shall govern all school sponsored or authorized trips to a location off the school campus:

1. Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1.1. The Principal has approved the activity;

1.2. A permission slip signed by each student’s parent(s) has been received by the teacher or Principal, granting permission for the student to participate in the field trip/activity and to ride in a privately owned vehicle;
1.3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has:
   1.3.1. passed the required background check of all volunteers
   1.3.2. has turned in a DMV record, and has been approved by the school
   1.3.3. Provided proof of automobile liability insurance. (Such insurance shall meet or exceed minimum requirements as established by the State of South Carolina and as set by the Board.)

1.4. The Principal has approved the parent, employee or other adult to drive for the activity;

1.5. An adequate number of seat restraints are available and the adult driver requires their use.

2. All students on school trips at all times shall be under the authority of the assigned adult staff member or other assigned adult supervisor. The supervising adult shall be responsible for accounting for all students prior to departure and return.

3. No person(s) other than the approved parent, employee or other adult driving the vehicle, and the approved students participating in the field trip/activity shall participate in the field trip/activity or ride in the vehicle except by written approval by the Principal or assigned adult staff member prior to the departure from the school site.

4. At least one adult supervisor will be present in each vehicle transporting students to an activity. At least two designated adults (in any combination of parent(s), employee(s) and other designated adult(s)) must accompany a single student being transported in a private vehicle. When more than one student is being transported, a single adult staff member or designated adult may use his/her private vehicle with approval of the Principal or assigned adult staff member.

5. Students are expected to travel to and from the school-sponsored activity with the school group using the designated mode of transportation, unless other arrangements are made in advance as outlined below.

6. Students may travel to the event in alternative transportation only by prior approval of the Principal. The approval should be given only for exceptional or unusual circumstances, not for preference or convenience.

7. Students may be released to their parent or guardian for travel home only by approval of the Principal or assigned adult staff member prior to departure home.

8. Students may be released to another student’s parent or guardian for travel home only if the parent or guardian has presented a written note authorizing such travel to the Principal or assigned adult staff member prior to the departure from the school site.

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**Phone Use**

Students may not use the phone without getting permission from their teacher or the office staff. Permission will only be granted for emergencies.
Cell phones and Gaming Devices

Students are not allowed to have or use cell phones or other personal communication devices or video gaming devices during school hours. Cell phones or other personal communication devices used in violation of this rule shall be confiscated, marked, securely stored and returned at not less than 30 days from the date of seizure.

Electronic Use Policy

Pee Dee Math Science and Technology Academy offers access to our own electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students’ acceptable use of the PDMSTA electronic network.

- The PDMSTA electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development and limited high-quality self-discovery activities, including homework.
- The PDMSTA electronic network has not been established as a public access service or a public forum. PDMSTA has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. PDMSTA is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the PDMSTA electronic network.

Children’s Internet Protection Act

It is the policy of Pee Dee Math Science and Technology Academy to: (a) prevent users of its computer network access to or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other
unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47USC 254(h)].

Definitions
• Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material
• To practical extent, technology protection measures (or Internet filters) will be used to block or filter the access to inappropriate information from Internet or other forms of electronic communications.
• Specifically, as required by the Children’s Internet Protection Act, blocking will be applied to visual depictions of material deemed to be obscene, or to be child pornography, or to any material deemed to be harmful to minors.
• Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Education, supervision and monitoring
• It shall be the responsibility of all members of the Pee Dee Math Science and Technology Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act and the Protecting Children in the 21st Century Act.
• Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

General Unacceptable Behavior
While utilizing any portion of the PDMSTA electronic network, unacceptable behaviors include, but are not limited to, the following:
• Students will not play games, use IM, email, listen to music or any other activities, applications or functions during class time, unless expressly approved by a teacher for the educational goals of that particular course and during that particular class.
• Students will not post information that, if acted upon, could cause damage or danger of disruption.
• Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
• Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
• Students will not knowingly or recklessly post false or defamatory information about a person or organization.
• Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child
pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.

- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the PDMSTA electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the PDMSTA electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use of any wired or wireless networks (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation or illegal.
- Students will not tamper, alter or delete any of the software that PDMSTA installs on the student’s computer until such time as the license expires or the student received express permission to do so.

**World Wide Web**

- Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by PDMSTA administration and staff.
- Real-time, Interactive Communication Areas
- Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the PDMSTA Executive Director.
- Web Sites
  - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.
  - Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
  - Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
  - All student Web pages should have a link back to the home page of the classroom, school or school, as appropriate.
Personal Safety While on the Internet

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the PDMSTA electronic network. This includes attempting to log in through another person's account or access another person's folders, work or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user’s activity.

Software and File

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the PDMSTA electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.
- Vandalism
Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

- **Plagiarism and Copyright Infringement**
  - Students will not plagiarize works found on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were the students’).
  - School policies on copyright will govern the use of material accessed and used through the school system.
  - Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

**Student Rights**
- Students' right to free speech applies to communication on the Internet. The PDMSTA electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

**Due Process**
- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

**Limitation of Liability**
- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

**Violations of this Acceptable Use Policy**

- Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:
  
  o Use of school network only under direct supervision
  o Suspension of network privileges
  o Revocation of network privileges
  o Suspension of computer privileges
  o Suspension from school
  o Expulsion from school and/or
  o Legal action and prosecution by the authorities
  o The particular consequences for violations of this policy shall be determined by the school administrators. The Principal or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

**Courtesy Address of Staff**

To demonstrate appropriate courtesy and respect, students will address staff as Mr., Mrs., Miss, or Ms., and their surname.
SECTION VII

School Property Maintenance & Safety

Playground Rules
All students and visitors are required to follow the following playground rules. If school playground equipment is lost by students or damaged because of improper use of the equipment by students, the students will be fined a fair replacement value.

Swings and Slide:
1. One person per slide.
2. Sit on the swing—no hanging or laying on it with your stomach or back.
3. No jumping out of the swing.
4. No grabbing swings; or being near a moving swing, while someone else is swinging.
5. No twisting or swinging side-to-side.
6. Use the slide for its intended purpose: slide DOWN the slide, no walking UP the slide.
7. No climbing swing or slide bars.
8. No rolling the swings up to make them higher.

Sports Equipment and Balls:
1. Use climbing equipment as designed.
2. Put away any balls or sports equipment taken out by yourself or your classmates.
3. Do not kick basketballs or volleyballs.
4. Do not kick red balls unless it is an organized, supervised game.
5. Do not kick any balls in the gym at any time.
6. Use all equipment as it is intended to be used.

General Rules and Parameters:
1. Ask permission before leaving the playground area.
2. Follow all directions given by a supervising adult.
3. Leave the rocks and sticks on the ground. Don’t throw rocks or poke people with sticks.
4. Do not litter.
5. Stay where the supervising adult can see you at all times. (Stay out of halls and from behind buildings.)
6. Do not climb on the roof.
7. No wrestling, roughhousing, hitting, fighting, dog piling, spitting, name-calling, bullying or any other inappropriate behavior.
Clean Grounds and Recycling
Students are expected to pick up after themselves, keep the grounds and building free from litter, and utilize the recycle bins for paper, cans and bottles.

Care of Textbooks and Library Books
Textbooks will be issued to students at the beginning of the school year and collected at the end of the year. The students are responsible to return them in good condition unmarked. Students will be charged for replacement costs of damaged or lost textbooks or library books.
SECTION VIII

Parental and Student Rights

Parental Responsible Conduct and Accountability

Since character development is an emphasis of our school’s curriculum, it is subsequently important a parent model appropriate conduct consistent with the mission of our Charter School. On occasion there may be disagreement regarding a child’s grade or the administration of certain disciplinary outcomes by a teacher or the administration. Such incidents are inevitable during the course of a school year. However, it is vitally essential to disagree in a respectable manner by always maintaining a respectful decorum for the staff person who has been entrusted with a position of authority. Our students are always listening, observing, and therefore learning what is deemed as good character conduct.

On rare occasions there have been unpleasant situations which arise between a parent(s) and a staff person because the parent has acted arbitrary regarding a respectful demeanor. Therefore, it is important to note the following process and sanctions will be administered to mitigate a serious breach of respectful protocol by a parent toward an employee of the school:

1) If the parent has been disrespectful, intimidating or in any manner has compromised the integrity of the classroom, a mandatory meeting must be scheduled with administration as soon as possible in order to resolve the situation. Should the parent not comply, the result will be restricted access to the classroom and further communication to the staff person involved. A letter from the administration notifying the parent of such action will be sent within 3 business days of the incident and a copy of the letter to the board.

2) However, if the parent does attend the mandatory meeting, but feels justified in their actions, the result can still be restricted access to the classroom, as well as to the staff person involved.

3) Should the parent’s conduct be inflammatory or flagrant to the extent the staff person feels threatened for their safety and well-being, the result can be a restriction from the school campus according to statutory authority assigned to the Principal.

*Most importantly, this policy serves as a reminder for everyone to remember we are all a fundamental part of a larger community as a school, and therefore one’s conduct should engender within our students the desire to emulate a worthwhile standard of solid character.
Family Loss Grievance Guidelines

Considering that a family may at some time incur a death in their immediate or extended family; and the adverse effects in which the personal loss can impact the family’s children; the school will recognize a minimum two-week grace period allowable for all academic assignments to be turned in and tests to be completed. Dependent upon the particular circumstances, should more time need to be allowed for the child, the parents can appeal on behalf of their child to the Principal for more extended time.

Public Complaints--General

It is extremely important that parents, teachers, and students maintain a wholesome mutual respect for each other. To this end, PDMSTA’s policies advocate respectful, constructive interaction in actively addressing and resolving issues, rather than slandering or unwholesome, negative confrontation. The PDMSTA Board will be the final adjudicator of a problem.

Any student, parent, or community member, wishing to express a complaint or to pursue resolution to a complaint concerning an area covered by these guidelines will adhere to the following procedural order:

I. The complainant must first attempt to resolve the issue by contacting the individual or employee(s) directly involved. If desired by the complainant, the Principal or immediate supervisor will conduct an informal conference between the parties involved in an attempt to resolve the issue. However, if desired, the complainant may bring a complaint directly to the administrator or supervisor as outlined in subsection II.

II. The complaint will be brought to the attention of the Principal or immediate supervisor by the complainant. The Principal/supervisor will ask the complainant to state whether a response is desired. The Principal/supervisor will investigate the complaint and provide a response to the complainant within a reasonable time period. The individual or employee(s) who is the subject of the complaint will be informed of the nature of the complaint and the person(s) lodging the complaint. A confidential log will be maintained by the Principal/supervisor containing any such complaints and responses. This log shall be subject to use only in accordance with legal and contractual provisions governing personnel records. In the response, the complainant will be informed of the option of filing a written complaint at Level III, if not satisfied. Assistance with completing the written complaint form will be provided, as needed.

III. Written complaint is filed with the Principal or immediate supervisor.
IV. Written appeal to the Board, requesting a hearing when Level III does not resolve the complaint to the satisfaction of the complainant. The disposition of the complaint through the Board will be final, except for possible appeal to appropriate courts or administrative agencies as provided by law.

SUMMARY: Written complaints at each level will include but not be limited to the complaint form included with these regulations. The administration or Board may seek any additional information desired prior to making a decision on the complaint. A written response will be delivered to the complainant at levels II and above. At level III, a copy of the written complaint and the Principal/supervisor written response will be filed with the Administrative office.

In certain extremely serious situations, such as alleged criminal activity, sexual abuse or harassment, the complainant will have the right to appeal directly to the Principal or designee, or appeal as indicated in applicable Board guidelines and administrative regulations.

At each complaint procedural level, the employee(s) who is the subject of the complaint will be notified of the complaint. Any interviews or information gathering relative to the processing of the complaint at any level will be done confidentially. At the Board level, the appeal and discussion will be conducted in executive session whenever the circumstances meet the legal requirements for such session.

The complaint procedure is recognized as the only appropriate channel for public complaints.

FREEDOM OF EXPRESSION
Parents and students have the right to freely express their ideas and opinions. No one shall, however, say anything that infringes on the rights of another person including making derogatory comments.

PARENT TEACHER ORGANIZATION
Pee Dee Math, Science and Technology Academy’s PTO is a nonprofit parent/teacher organization whose membership includes all parents, legal guardians and staff at our school. The PTO’s mission is to promote open communication and understanding between parents and staff of the PDMSTA. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. The PTO sponsors assistance to teachers in the classroom setting, holds fund-raisers for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.
Parent Acknowledgment of Receipt/Understanding of Student-Parent Handbook and Code of Conduct

I have received and read my copy of the 2017-2018 Pee Dee Math, Science and Technology Academy Parent/Student Handbook. I know I am responsible for adhering to all of the policies and procedures contained in this handbook. I agree to follow all of the policies and procedures and that my child(ren) will be governed according to the policies contained in this handbook. I also understand that persons who violate the policies and procedures contained in the handbook receive the appropriate consequences.

Parent Name: ___________________________________________ Date:______________

Parent Signature:_________________________________________

Student Name: ___________________________________________ Date:______________

Student Signature (Print Name):_____________________________