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SUCCESS INSTITUTE

CHARTER SCHOOL

STUDENT / PARENT HANDBOOK

2024 – 2025

Success Institute Charter School (SICS): WHO WE ARE

**Mission**

Success Institute Charter School is to develop independent thinkers and positive, productive citizens through character development, athletic initiative, programming, quality learning, and self-enhancement opportunities. We will embrace, educate, and empower every student to innovate, serve, and lead.

**Vision**

Success Institute Charter School is a tuition-free public school dedicated to the success of all students for Grades K-8. Success Institute Charter School participates in the National School Lunch Program. We also offer a wide variety of athletics, academic support, and transportation. Success Institute Charter School was chartered in the year 2000 and has educated our scholars to become independent productive citizens. Success Institute Charter focuses on developing the "whole" child. Success Institute Charter's goal is to develop independent productive citizens through the "Micro-Society" Program. Success Institute Charter School is recognized as a school of "high" growth. Failure Free Reading is an effective reading intervention tool that contributes to the rapid academic growth at our school.

**Core Beliefs**

**Equity:** Our students and schools deserve equitable access to the resources and opportunities they need

to succeed. Success Institute Charter School and the community must distribute those resources in a manner that

eliminates inequities.

**Shared Responsibility:** Success Institute Charter School must be intentional in acting collaboratively and involving all stakeholders, ensuring that our community utilizes its collective resources to support every child. The Statesville community shares responsibility with SICS for the success of our children.

**High Expectations:** Success Institute Charter School will challenge every stakeholder, especially our students and educators, to embrace a growth mindset: the belief that every child can be academically successful. It is our expectation that all of our students will excel globally and reach their highest potential.

**A Child-centered Approach:** Our students deserve an education that is caring, is culturally responsive andembraces the whole child. Success Institute Charter School will address the social, emotional, and academic needs of each student.

**About SICS:**

Success Institute Charter School, based in Statesville, NC and serving families in Iredell and Rowan Counties since 1999. We are a K-8 Charter School that creatively teaches Common Core curriculum, foundational principles of business, and key elements of entrepreneurial success.

Success Institute Charter School is a state funded charter school whose focus is to motivate and enhance learning through innovative teaching techniques in order to inspire all students to reach their full potential. The ultimate goal of Success Institute is to develop independent thinkers and positive, productive citizens through character development, athletic initiative, programming, quality learning, and self-enhancement opportunities.

Dear SICS students and families:

Welcome to the 2024-25 school year. This handbook provides a selection of

policies that are pertinent to all SICS students and parents. Please review the document as it addresses questions you may have about grades, field trips, student assignment, health, safety, and discipline. Please refer to our website at www.succesinstitutecharterschool.com for the most up-to-date policies and information.

My mission is to prepare each student to be high school ready with a variety of skills and knowledge to support their career path entering high school so they will know what cohort or pathway they want to go into. We are proud of the many achievements made by our students and staff here at Success Institute Charter School. Family is a key part of that success, and I invite you to remain an active participant in your child’s education throughout this year and the years to come. Together, we can achieve all that we dream for our students.

Thanks,

Mr. Martin M. Ed.

Principal

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**STAY CONNECTED TO SICS!**

Success Institute Charter School wants to stay connected and hear from you! Stay connected through our website, www.successinstitutecharterschool.com. There you’ll find the latest news and information about what’s going at school.

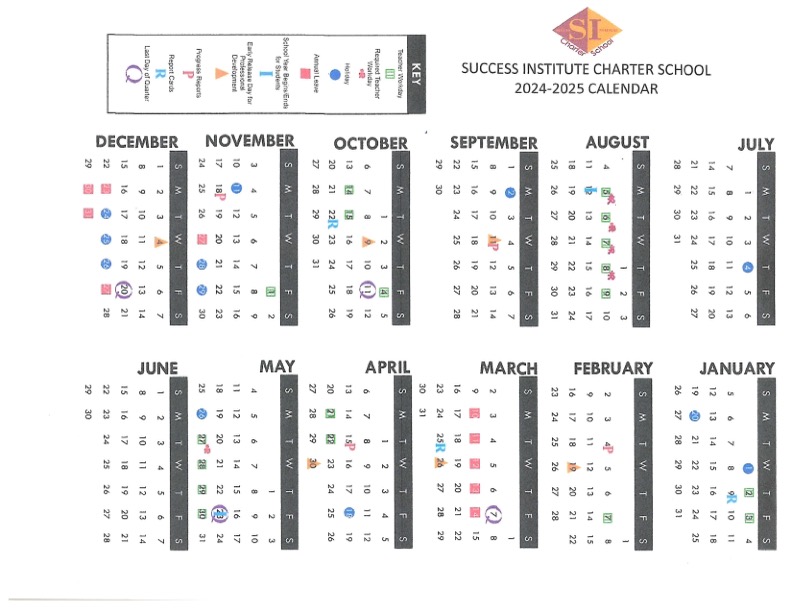
Share good news with the school by sending an email to [shadrach\_martin@successinstitutenc.org](mailto:shadrach_martin@successinstitutenc.org).

* Facebook.com/Succ-Institute Charter-School

**INCLEMENT WEATHER**

Success Institute Charter School is dedicated to promoting the safety and wellbeing of students and staff. In the event of inclement weather, the school has procedures for determining if schools should be in session or if a delay, early dismissal or closure should be issued. While following these plans and evaluating local weather reports and road closures, we use our best judgment in the interest of student and staff safety. Inclement weather closures will be announced via phone, email and text message through our mass notification system, through social media, on our district website and through the local media outlets. Please make sure the school has updated contact information, so you don’t miss an important message.

**2024 – 2025 SICS Calendar**



**SCHOOL DAY** – Instruction begins at 8:00 AM and ends at 3:00 PM

Before school:

Students should arrive no earlier than 7:30 and enter in the designated entrance. Upon entering school, students should report directly to the cafeteria. Students must remain seated in the cafeteria until 7:55am. At 7:55, all students should report class with their first block teacher. All students eating breakfast should report directly to the cafeteria and then report to class. Students will not eat breakfast in the cafeteria.

After school:

When the dismissal bell rings, students who are car riders should go to the front parking lot to

be picked up. 1st load bus riders will be dismissed to the bus parking lot when their bus arrives. Students must listen to the announcements to know when to report to their bus. Students who ride 2nd load buses will remain in their classroom until announced dismissal. Students participating in afterschool activities such as sports or clubs should report to the area designated by their coach or sponsor when announced. Any changes in the way a child will be transported home due to a parent calling will be announced at the end of the day before students are dismissed. Students are responsible for listening to the announcements.

**SUCCESS INSTITUTE CHARTER SCHOOL**

**2024-2025**

**• Bell Schedule •**

|  |  |
| --- | --- |
| **Block** | **Time** |
| **Doors Open / Breakfast** | 7:30 – 8:00 |
| **1st** | 8:00-9:00 |
| Transition | 9:00-9:05 |
| **2nd** | 9:05-10:05 |
| Transition | 10:05-10:10 |
| **3rd** | 10:10-11:10 |
| Transition | 11:10-11:15 |
| **Lunch** | 11:15-11:45 |
| Transition | 11:45-11:50 |
| **4th** | 11:50-12:50 |
| Transition | 12:50-12:55 |
| **5th** | 12:55-1:55 |
| Transition | 1:55-2:00 |
| **6th** | 2:00-3:00 |
| Dismissal |  |

Students must be at school by 11 am for them to be counted present for the day.

**ACADEMICS**

Grading and Grading Scale

Grades A, B, C, and D are passing. The grade given at the end of the semester is a cumulative grade for

that semester. All middle schools and high schools in Iredell-Statesville School System use a 10-point grading scale.

|  |  |
| --- | --- |
| 100 - 90 | A |
| 89 - 80 | B |
| 79 - 70 | C |
| 69 - 60 | D |
| 59 - BELOW | E (FAILING) |

**Progress Reports/Report Cards**

Students will be issued progress reports 4 1⁄2 weeks into the grading period. The importance of the report

is to communicate to parents and students the level of academic achievement. Students who are working

below their apparent ability may receive additional home reports at the discretion of the teacher or by re-

questing reports from the teacher. Report cards will be distributed every nine weeks. Report card and semester grades will appear on the report card.

**All-Academic Team**

Students who perform at a high academic level (ALL grades are 85 or above) will be recognized as

being on the All-Academic Team! All-Academic Team honors are calculated at the end of each 9

week period (based on report card grades.)

**No Activity List**

If a student is placed on the ‘No Activity List’ they will not be allowed to attend OR PARTICIPATE IN

any extra-curricular activity (sports, dances, clubs, etc) or any school or grade level reward programs (pep

rallies, parties, school dances, etc) until they are removed from the list.

Students failing 2 or more subjects at the end of the Nine Week grading period, an assignment of 3 or more

days of ISS, an assignment of OSS,

**Plagiarism and Cheating**

It is important for students to complete their own assignments. Students who cheat on tests or homework

are being dishonest. If a student allows another student to copy an assignment knowingly, then both are

cheating. Students who copy the work of others without citing the proper sources have plagiarized.

1st Offense: Zero/no retakes; Parent notified

2nd Offense: Zero/no retake; 1 day ISS;

3rd Offense: Zero/no retake; 3 days ISS and loss of extra-curricular privileges

**AFTER SCHOOL DETENTION (ASD) and LUNCH DETENTION (LD)**

Teachers primarily assign ASD or LD to students for classroom infractions such as not completing home-

work or failure to follow SICS expectations (other classroom behaviors may be included).

School administrators may also utilize this form of disciplinary action. The teacher assigning ASD or LD

will contact the parents of that student. If the student fails to serve the ASD or LD within the allotted

time, that student will be assigned ISS.

Students assigned to ASD or LD will report the assigned teacher’s room at the assigned time. Students

assigned to detention are expected to complete assignments, read a book or other activity. Parents should

arrange to have students assigned to ASD to be picked up at 4:00 PM in front of the school.

**ATHLETICS (6th, 7th and 8th Grade)**

The following extracurricular sports/athletic teams are fielded at SICS:

FALL SEASON:

WINTER SEASON: Girls’ Basketball, Boys’ Basketball, Cheerleading

SPRING SEASON:

Purpose

The purpose of the athletic program at SICS is to teach and promote and develop skills, teamwork,

and sportsmanship. Our student-athletes should strive to be positive role models on the field or court, in the classroom, and in the community.

Academic eligibility

Students must pass all but one course the previous semester. This is based on semester averages.

Current 6th, 7th and 8th grade students may participate on SICS athletic teams. 6th graders may participate in all sports except Football.

Age

A student cannot participate on a team if he/she becomes 15 years of age on or before August 31st of

the current school year. All 6th graders are eligible for sports during the first semester. Second semester must meet requirements.

**Attendance**

A student must be in attendance 85% of the previous semester. Student may not miss more than 13.5

school days in a semester. Student must be in attendance at least 50% of the school day.

Medical Form

The student must receive a medical examination each year, administered by a licensed physician,

nurse practitioner or physician assistant. The physical is good for 365 days from the date received.

No Activity List

If a student is on the No Activity List (see criteria above) they ARE NOT ALLOWED to practice or

participate in ANY athletic activities until removed from the No Activity List.

OSS

1st offense: Student is removed from the athletics team for the remainder of that sport’s season.

ISS/ASD

1st offense: Student cannot practice or play the day(s) in ISS/ASD. If the game falls during this time, student

will miss the game. (Note: It is considered a day in ISS if the student is in ISS for 50% or

more of the school day. Also, assignment to ISS can be for one or more days per offense.)

2nd offense: Student cannot practice or play the day(s) in ISS, and will also sit out the next game the team

plays after the completion of ISS assignment. If the student misses a game while in ISS,

he/she still must sit out the next game that the team is scheduled to play.

3rd offense: Student is removed from the athletic team for the remainder of that sport’s season.

\* NOTE: Any student assigned to 3 or more days of ISS during the sport season will no longer be

eligible to participate during that season.

**Transportation to and from games**

An athlete may ride home with his/her parent/guardian after they have communicated with the athletes’

coach or sponsor and have signed the “Contest Dismissal Form” for liability purposes. Athlete may

ride home with another parent only if they have provided a written note from their parent/guardian to

the administration prior to 12:00 p.m. on the day of the contest. Administration will sign the note,

keep the original and give a copy to the student. The student must present the signed permission slip

to the coach/sponsor. If the athlete does not provide the necessary documentation to the administration

or coach/sponsor, he/she is required to ride home on the bus. Failure to ride home on the bus may

result in disciplinary action. Students who are not in school for at least half of the day and counted present are not allowed to participate in any afterschool events.

**COACHES MAY ADD ADDITIONAL RULES TO THEIR OWN SPORT REGARDING PLAYER’S**

**ATTITUDE, DISCIPLINE, MISSED PRACTICES, ETC.**

**ATTENDANCE POLICY**

Students are expected to be in school, ten absences are permitted during the school year with a written note from the parent/guardian. Absences will be classified as excused, unexcused, or truancies depending on the reason for such absences. Students must be in school for 3.5 hours or half of the day to be counted present. Students signed out before 11:30 A.M. will be counted absent. No sign outs after 2:30 P.M.

Excused- A student will be excused for the following reasons: personal illness, personal medical/dental appointment, serious illness or death in the immediate family, or the principal approves the request PRIOR to the student being absent.

Unexcused- All other absences from school will be considered unexcused. Truant- A student will be considered as truant if he or she is absent from school all day or is absent from school any part of the day without prior knowledge and consent of either the parent or the school; or, absent from a class, study hall, or other assigned area anytime during the day without the knowledge and consent of the school, teacher or person in charge.

**Excessive Absenteeism:**

1. Letters will be sent home when the student misses 3, 6, and 10 unexcused days or 10 excused/unexcused days.

2. Parent or guardian will be asked to contact the school should the student accumulate ten (10) days of

absence. If a student has 10 or more unexcused absences he/she will be considered a “Habitual

Truant” which may result in contact with the court system.

3. Attendance letters will be sent out to parents. These letters are to keep parents up-to-date on their

child’s attendance.

4. Excessive absenteeism will be reported to the county juvenile services. Student Responsibilities (when absent):

1. Following an absence, the students should bring a dated and signed note from their parent or guardian

stating reason(s) for the absence within two school days. Notes should be turned in TO THE MAIN OFFICE immediately upon the student’s return to school.

2. When a student returns to each class following an absence, the student must ask for any possible make-

up work or test that he or she may have missed during the absence. Students have TWO days to make-

up work for each day they were absent.

3. If a parent/guardian feels that their child’s absence from school was unfairly classified as unexcused

or truant, the parent/guardian should ask the principal for an appeal. The principal and assistant principal will review the circumstances surrounding the absence and make a determination.

**Pre-Arranged Absences:**

Annually the board of School Trustees adopts and publishes a school year calendar including student attendance days, days students are not in school and vacation periods. Parents are encouraged to ensure that their children are in school during student attendance days. The board recognizes that there may be student absences which-although otherwise unexcused-warrant making up missed work at full, partial or loss of credit. If parents feel extenuating circumstances exist concerning a planned student absence, they MUST request a conference with the principal about the absence. Determination of the make-up work will be based upon: conference with principal, evidence of a rare/social education opportunity, length of vacation, and involvement of the family members.

**Tardiness to class**

1. Students who have been detained by a teacher must request a pass to their next class.

2. Excessive tardies to class will result in disciplinary action which could include ASD and/or ISS.

3. Tardies start over each nine week period and are subject to the policy outlined in the SICS Discipline Plan.

**Tardiness to school**

Students who arrive at school after classes are in session must report to the main office for an admit

slip. The student will be issued a slip for being tardy. Excessive tardiness will be turned over to the

school administration.

**BOUNCING**

Bouncing is an opportunity for a student who is disturbing class to have a “time out” without any

further disciplinary consequences and for the teacher to continue instruction without disruption.

When a student is bounced, that student will be sent to a predetermined classroom on the same hall

and same team with an assignment, for a specified period of time. If the student refuses to be “bounced” or misbehaves in the classroom to which he has been bounced, that student may receive an office disciplinary referral.

**Bullying**

We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regard-

less of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying is not acceptable behavior at Success Institute Charter School. Bullying can take many forms including any combination of physical, emotional, and verbal abuse. Specific acts of bullying may include but are not limited to name calling, teasing, physical abuse (e.g., hitting, pushing, pinching, or kicking), threats, taking of personal possessions, sending abusive text messages, instant messages, Internet e-mails, and phone messages, forcing others to hand over money, forcing others to do things against one’s will, ignoring or leaving others out, attacking others in any way.

How do we differentiate bullying from teasing?

The Double I-R Criteria

I- intentional

I- imbalance of power (physical or psychological)

R- repeated

**BUS TRANSPORTATION**

Riding a bus is a privilege provided by the school. Proper behavior on the bus is imperative if you wish to continue riding. Inappropriate behavior may result in having to find another means of transportation. A few basic rules for safety on the bus include:

• Remain seated in assigned seat and face the front at all times

• Students are to refrain from loud talking, cursing, and speak in a soft voice

• Eating and drinking is not permitted. No gum anytime!

• Students are not to use their laptop, or tablet on the bus at any time. Technology should remain in their

backpacks while on the bus.

• All students are to refrain from doing anything which might be considered dangerous to the safety of

others including distracting the driver by participating in disruptive behavior.

• Students will not open the emergency door on a bus without authorization from the driver.

• Students may be held responsible for any damage caused to the bus.

• Obey the driver at all times.

Parental concerns about bus problems should be addressed to the school administration. At no time

should a parent or other adult board a bus to discuss a problem. That person may be charged with trespassing! Every effort will be made to work with parents regarding their child’s behavior problems on the bus. However, a student’s refusal to obey bus rules jeopardizes the safety of everyone on the bus, and as a result may cause him/her to be suspended from riding the bus.

Students will NOT be permitted to go home on the bus with another student on another bus.

Students must ride their assigned bus. If a student needs to get off the bus at an alternate stop on their current bus route, a written note must be received requesting for the student to get off at the alternate stop and telephone numbers where parents can be reached and specify the appropriate dates for the change. Students should not change buses or get on or off at a different stop without prior approval from the office. Parents must notify the office of any address changes so transportation can correspond to new address (this process may take up to 5 days.)

**CELL PHONES & PERSONAL ELECTRONIC DEVICES** -

Success Institute Charter School will not be responsible for lost, stolen, or damaged personal electronic devices. It is the recommendation of SICS that these devices are left at home. If a student choses to bring a cell phone or any other type of electronic communication device to school, use of the device should adhere to the following expectations:

• The device should not be used at any time during school.

• The device should be turned off (not simply on “silent” or “vibrate”) during school.

Note: Students are allowed to keep device in pockets, etc. during the day as long as devices are off

and not used.

Consequences

1st Offense: Device confiscated and students may pick it up AFTER SCHOOL in the main office

2nd - 4th Offense: Device confiscated and PARENT must pick it up in the main office

5th - 9th Offense: Device confiscated and PARENT must pick it up in the main office. Student will be assigned ISS (5th offense = 1 day ISS, etc).

Subsequent Offenses: Device confiscated. PARENT must pick it up in the main office. Student assigned OSS.

**CODE OF CONDUCT**

Drug-free school

The use of any mood-altering substance (such as alcohol, amphetamines such as that found in some diet and caffeine pills, etc.) results in negative effects on behavior in the learning environment. Success Institute Charter School have made a commitment to drug and substance abuse education and to offer a supportive environment that encourages healthy lifestyles. Through our efforts to know our students, and to work cooperatively with community resources, we will continue to have a school environment that is safe, drug free, and that provides a resource for students who may have a substance abuse problem. A student shall not use or consume, have in his/her possession, buy, sell or give away any controlled substance. This policy does not apply to medication prescribed by a physician.

**Tobacco-free school**

No smoking or tobacco-related materials including dip, snuff, e-cigarettes and/or vapors is permitted

in any Success Institute Charter School building where instruction or extra-curricular events takes place.

Field trips/athletics/extra-curricular activities

All school rules and regulations regarding student behavior, dress code, electronic devices, etc. remain

in effect and enforced during school related activities on and off campus.

**COVID 19 PROCEDURES**

Due to the COVID 19 Pandemic, students have the option to wear a face covering while in the building and will maintain social distance from classmates. The school reserves the right to impose further requirements and change procedures as directed by the local and state government.

**STUDENT DRESS CODE**

The school dress code is adopted to enhance the learning environment of Success Institute Charter School students. This includes field trips and after school events. Events and activities to which dress code will not be required will be announced prior to the event or activity.



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| --- | --- | --- |
| **UNIFORM TOPS** | **UNIFORM BOTTOMS** | **SHOULD NOT WEAR** |
| (Any Solid Color Polo) | Khaki, Navy, Black   * Pants * Shorts * Skorts * Skirt | * Low cut shirts * Sleeveless shirts/tops * Any top that has any inappropriate printing (gang related, drugs,weapons, alcohol, etc). * Bandanas * Tights   (unless worn under an appropriate outer garment shorts, shirt, etc)   * Saggy pants * Shorts, skorts, skirt, or dresses higher than 3 inches above the knee. * Slits, holes, rips, in tops or bottoms   (no tape will be given to cover, tights can be worn under)   * Gloves * Sunglasses * Hats * Toboggans * Crocs * Open toe shoes * Slides * Jewelry with inappropriate pictures or words |

**Dress Down Days Not Allowed Attire**

A drawing of two people

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P.E. Wear

Each student will need to wear tennis shoes and clothing suitable for play on their days in which they take PE.

**Exceptions**

New or transferring students shall be given a reasonable time, as approved by the school administration, to get appropriate uniform items.

**Hardship**

Upon request and documented need, Success Institute Charter School will assist parents/guardians in obtaining

items outlined in dress code for students. Please contact one of the school administrators.

Non-compliance

Any student violating the dress code will be asked to change the inappropriate clothing. Should the student

have repeated violations of the dress code, parents will be notified and asked to help correct the situation. Repeated violations may result in disciplinary action up to and including OSS or transferal back to home school.

**ENROLLMENT / WITHDRAWAL / CUSTODY**

To enroll a new student at Success Institute Charter School a parent/guardian must provide the following

documentation: Immunization Records, Birth Certificate, Custody Papers, proof of residency, and Two (2) Emergency Telephone Numbers. Change of address or phone number. If at any time during the school year a student moves to a different address in the county, the change must be reported to the main office. Proof of residency will be required (utility bill.) A change in telephone number must be reported. Please provide updated parent contact information as it occurs.

Withdrawal from school

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books the last day in attendance at school. A withdrawn form should be completed and signed by the parent/guardian of the student.

**Child custody**

Success Institute Charter School utilizes the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody

paper restraining order, or some other legal document should be in the child’s permanent record at school.

2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned

legal documents have been issued.

3. In the event that a parent says they have such a document at home, it becomes most imperative that the

document or notarized copy be brought in within a short period of time to be included in the child’s school

records.

**FIELD TRIPS**

Students must have signed, written permission slips on file from parents/guardians and teacher/administration approval, before being allowed to go on any field trips. Students must be in good academic standing, consistently follow the SICS Expectations, and not have excessive discipline issues to be eligible to attend field trips.

**STUDENTS CURRENTLY ON THE NO ACTIVITY LIST WILL NOT BE ALLOWED TO ATTEND FIELD TRIPS**.

The use or possession of any tobacco or smoking related products by parents and/or chaperones on school property or on/and during any SICS field trip is PROHIBITED. Volunteers/Chaperones must have a background check on file before supervising or going on a trip with students.

**IN-SCHOOL SUSPENSION (ISS)**

While in ISS, students will be given written assignments made by their teachers. Students will not

be allowed to go on their hallway the day of suspension; therefore, they should take all books home

and bring them to the ISS classroom. Students who misbehave will be given an out-of-school sus-

pension for insubordination. NO use of electronic devices will be allowed when assigned ISS.

**LOCKERS**

Lockers are provided for the convenience of students. Students have the option of being assigned a

locker at the beginning of school. No changing or sharing of lockers is permitted. Each student is

responsible for the contents of his/her locker.

**TECHNOLOGY, NETWORK AND INTERNET USE AGREEMENT**

Use of computers, laptops, and other technology as a learning/teaching tool is a privilege. Every student will receive a copy of the Acceptable Use Policy for Technology, which must be signed by the student and parent and returned to school before the student can use any school computer.

**Technology Misuse and Consequences**

**Level 1:** Use of computer at undesignated times; Use of apps (Mail, Messages, FaceTime, etc.) or being on sites not instructed to be on; printing unnecessarily; changing computer settings; removing/moving keys.

Consequence: verbal warning, ASD or ISS depending on severity

**Level 2:** Use of proxys, apps, or other URL to circumvent security; looking at inappropriate sites (examples - pornography, drug, terrorist, or gang sites).

Consequence: ISS or OSS 1-5 days depending on severity.

**Level 3:** Stealing equipment; damaging or vandalizing equipment; intentional interference, use, or accessing other student’s files or individual laptop in anyway.

Consequence: OSS 3 days minimum with parent conference and

Discipline Matrix

***The behavioral matrix will be followed by all principals, teachers, and other school personnel for identified Level I, II, and III behaviors. Discipline levels require different consequences depending on each situation. Therefore, the administration has the discretion to determine disciplinary actions as listed below:***

Process and Procedure

The SICS Student Code of Conduct is designed to foster a safe and positive learning environment. Here

are the key points:

• *The Code applies to all student activities on and off school property, including online conduct.*

• *Certain acts that occur on school property must be reported to law enforcement, such as*

*assault resulting in serious personal injury, sexual assault, and possession of a firearm in*

*violation of the law.*

*Each type of unacceptable behavior in the school environment is grouped into a “level” that is*

*based on the severity and level of harm to others and to the learning environment.*

• *Disciplinary intervention depends on various factors, including the circumstances of the*

*violation, the age and maturity of the student, and the potential for disruption or safety*

*concerns at the school.*

• *Mitigating factors, such as the student being in elementary school or having no prior record of*

*violating the Code of Student Conduct, may lead to a reduction in the level of the violation.*

• *Aggravating factors, such as the student being in high school or having violated the Code of*

*Student Conduct before, may lead to an increase in the level of the violation.*

• *The principal or designee at the school is responsible for determining the appropriate*

*response to behavior incidents.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level I** | **Level II** | **Level III** | **Level IV** | **Level V** |
| Minimal disruption to school, consequences  typically handled at  the school level. | Mild disruption to  school typically  without injury to  other students or  staff. | Serious rule  violations  typically, with  serious impact  on learning, well-  being, and/or safety of students or staff. | Serious offenses  that threaten the  safety of others, or  substantially disrupt  the education  environment. | Offenses that  result in the  indefinite removal of a student from school and all  school properties  by the SICS Board of Education. |

**Level I**

Responses that may be appropriate for a Level I behavior include, but are not limited to:

• *Verbal warning*

• *Parent/caregiver contact*

• *Conference with student and/or parent/caregiver*

• *Confiscation of unauthorized items*

• *Restricted use of electronic devices*

• *Required work-based contributions to the school*

• *Required participation in Counseling services*

• *Referral to student services team*

• *Required participation in Restorative practices program*

• *Bullying prevention training*

• *Required attendance at tobacco, CBD, or vaping addiction programs*

• *Temporary social restriction from peers*

• *Service Learning*

• *Return of property*

• *Restitution for damage*

• *Revocation of school-related privileges*

• *Behavior contract*

• *Up to a 3-day Suspension from receiving SICS-provided transportation*

• *Warning of referral to Level II (repeated offenses)*

• *Supports determined through the Multi-Tiered System of Support (“MTSS”) framework*

**Level II**

Responses that may be appropriate for a Level II behavior include but are not limited to:

• *Any responses available for Level I infractions*

• *In-school suspension*

• *Alternative classroom assignment*

• *After-school detention or Saturday school*

• *Permanent removal from participation in extracurricular/co-curricular programs or activities*

• *Suspension from receiving SICS-provided transportation*

• *Out-of-school suspension for one to 5 days*

• *Warning of referral to Level III (repeated offenses)*

• *Supports determined through the Multi-Tiered System of Support (“MTSS”) framework*

**Level III**

Responses that may be appropriate for Level III behaviors include, but are not limited to:

• *Any consequences under Level I or II*

• *Out-of-school suspension for one to 10 days*

• *Reassignment to an alternative learning program or school*

• *Warning of referral to Level IV (for repeated offenses)*

**Level IV**

Responses that may be appropriate for a Level IV behavior include long-term suspension and/or

assignment to an alternative school or program. In certain situations, the reassignment may be

permanent. Additionally, by law, with limited exceptions, students must be recommended for suspension

for 365 days for bringing a firearm or destructive device onto school property.

Success Institute Charter School follows the regulations/guidelines set forth by North Carolina Policies (NC 1504-2).

**Case-by-case determination:** School personnel may consider any unique circumstances on a case- by-case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a child with a disability who violates a code of student conduct. Circumstances considered should include area of disability, functioning level of the child, intent of the behavior, and other relevant factors.

NC 1504-2 includes detailed information regarding discipline, services, manifestation determination, special circumstances, definitions, appeal process, and change of placement.

The Public Schools of North Carolina, Exceptional Children Division provides local units with detailed policies for the delivery of special education services. These rules and regulations are detailed in Policies Governing Services for Children with Disabilities- Amended March 2018 (<https://ec.ncpublicschools.gov/conferences-profdev/march-institute/2018-march-institute-handouts/policy-updates-legal-trends/amendedmarch2018policy.pdf>) from the Department of Public Instruction.

**Student Suspension/Expulsion Appeal Form**

This statement is to be given to each student who is suspended from school for more than ten (10) days and/or is recommended

expulsion for the remainder of the school term.

Students who are suspended or expelled from school may not attend **ANY** school event on any school campus of the Success Institute Charter School during the term of suspension or expulsion. Persons violating this Board of Education policy may be charged with trespassing.

The student should sign the form as indicated below in the presence of the school principal. The form is to serve as a guarantee that any student suspended for more than ten (10) days or recommended for expulsion for the remainder of the school term is fully advised of the rights of appeal.

The policy of the Success Institute Charter School Board of Education in regard to long-term suspension or expulsion from school is as follows:

If a student violates a school policy and the principal determines that a suspension or expulsion is necessary, the principal shall:

1. Give the student written notice of the charges; and
2. Give the student and his/her parents a written notice of the suspension.
3. Give the student notification of alternative options to reduce long-term suspensions.

At the time a student is given notice of long-term suspension or expulsion, the principal shall advise the student of his/her rights to appeal the decision. An appeal may be made by notifying the superintendent in writing within three (3) days of the initial date of suspension. The levels of appeal are:

1. To the school hearing committee
2. To the superintendent
3. To the Board of Education

Questions concerning the due process rights of appeal for long term suspension in excess of ten (10) days and/or expulsions should be directed to the school principal, executive director, or the chairman of the board of Success Institute Charter School.

I have read the above information in regard to my due process rights of appeal and the procedure has been explained to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Parent Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Student Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Principal Signature** Date

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CLASSROOM TEACHER** | **COMBINED TEACHER / ADMIN.** | **ADMINISTRATOR** |
| **BEHAVIOR** | 1 – 2 TIMES | 3 TO 5 TIMES | 5 OR MORE |
| LEVEL I |  |  |  |
| NOT DOING WORK | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| OFF TASK | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| SLEEPING IN CLASS | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| ATTENDANCE UP TO 7 DAYS | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| CHEATING | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| INNAPPROPRIATE BEHAVIOR OR LANGUAGE | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| NON COMPLIANCE WITH CLASS RULES | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| BUS MISBEHAVIOR | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| PROFANITY | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| REPEATED CELL PHONE USE OR ELECTRONIC DEVICE | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| DRESS CODE VIOLATION | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| FORGING NOTES | PHONE CALL TO PARENT | PHONE CALL / LETTER HOME / PARENT CONFERENCE | ISS / PARENT CONFERENCE |
| LEVEL II |  |  |  |
| INSULTING OR ABUSIVE LANGUAGE OR BEHAVIOR | WRITE UP | ISS / OSS | ISS / OSS |
| DISRESPECT TO STAFF | WRITE UP | ISS / OSS | ISS / OSS |
| GAMBLING | WRITE UP | ISS / OSS | ISS / OSS |
| THREATING ACTIONS TO STUDENT OR STAFF | WRITE UP / PARENT CONTACT | ISS / OSS | ISS / OSS |
| BULLYING | WRITE UP / PARENT CONTACT | ISS / OSS | ISS / OSS |
| REPEATED CELL PHONE USE OR ELECTRONIC DEVICE | WRITE UP / PARENT CONTACT | ISS / OSS | ISS / OSS |
| DESTRUCTION OF SCHOOL PROPERTY | WRITE UP / PARENT CONTACT | ISS / OSS | ISS / OSS |
| FIGHTING | WRITE UP / PARENT CONTACT / OSS | ISS / OSS | ISS / OSS |
| EXTORTION | WRITE UP / PARENT CONTACT | ISS / OSS | ISS / OSS |
| LEVEL III |  |  |  |
| GANG ACTIVITY OR GANG GESTURES | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| DISRUPTION OF SCHOOL ENVIRONMENT | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| SALE OR DISTRIBUTION OF DRUGS | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| POSSESSION OF A DANGEROUS WEAPON | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| POSSESSION OF A FIREARM OR "LOOK-ALIKE" | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| PHYSICAL ASSAULT TO STUDENT | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| THREAT OR PHYSICAL ASSAULT TO STAFF | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| ROBBERY OR BURGLARY | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| UNJUST ACTIVATION OF FIRE OR OTHER ALARM | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| ARSON | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| USE OF TOBACCO PRODUCT OR OTHER SUBSTANCE | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |
| TRESSPASSING | ISS / OSS / Expelled | ISS / OSS / Expelled | ISS / OSS / Expelled |

**1. NONCOMPLIANCE WITH DIRECTIVES FROM PRINCIPALS, TEACHERS AND OTHER SCHOOL PERSONNEL** Students shall comply with the directions of all principals, assistant principals, teachers, substitute teachers, counselors, media specialists, teacher assistants, student teachers, coaches, advisors, bus drivers, bus supervisors and any other authorized school personnel at all times while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and/or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and/or protecting the safety and welfare of students and staff.

**Consequences:**

1. In-school disciplinary action measures for most infractions and up to 1 day OSS for repeated or serious infractions.
2. In school disciplinary action up to 3 days OSS. Long term suspension may result if aggravating circumstances are present.

**2. GAMBLING**

Students shall not engage in any form of games of chance or gambling for money and/or things of value.

**Consequences:**

1. In-school disciplinary action up to 1 day OSS. Law enforcement may be notified.
2. In-school disciplinary action up to 3 days OSS. Law enforcement may be notified.

**3. BUS MISBEHAVIOR**

Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges; delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver’s instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, departing the bus via the emergency door or windows without being told to do so by the driver, distracting the driver’s attention by participating in disruptive behavior while the vehicle is in operation, standing or moving around the bus while the vehicle is in motion, failure to wear seat belt on buses so equipped, throwing objects from the bus windows or doors, failing to observe and obey safety regulations, failing to sit in an assigned seat if applicable, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules, consequences in addition to those listed below may be implemented.

**Consequences:**

1. In-school discipline action up to 5 days suspension from transportation.
2. In-school discipline action up to 10 days suspension from transportation and repeated or serious offenses may result in out-of-school suspension.

**4. CHEATING**

Students shall not engage in any act of deception or falsification of work product. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one’s own work, and a verbal or written statement of untruth.

**Consequences:**

1. In-school disciplinary action up to 1 day OSS. Zero on assignment. May be allowed opportunity to redo assignment.
2. In-school disciplinary action up to 2 days OSS. Zero on assignment. May be allowed opportunity to redo assignment.

**5. INAPPROPRIATE OR LEWD INTERPERSONAL BEHAVIOR**

Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the principal will not be allowed. Lewd, illegal or sexual gestures or acts, even if consensual, will result in serious consequences.

**Consequences:**

1. In-school disciplinary action up to long-term suspension.
2. ISS up to long-term suspension.

**6. USE OF TOBACCO PRODUCTS**

Students shall not use or possess tobacco products, including e cigarettes, on any school property at any time while a student is at school in any school building and STUDENT & PARENT HANDBOOK on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and/or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and/ or protecting the safety and welfare of students and staff.

**Consequences:**

1. In-school disciplinary action up to 1 day OSS.
2. Referral to Tobacco Education Program for first offense. Up to 3 days OSS for students refusing to participate in the program and for subsequent violations.

**7. INSULTING, ABUSIVE, HARASSING, PROFANE, OBSCENE OR SERIOUSLY DISRESPECTFUL WORDS, ACTS OF TOUCHING, GESTURES, SIGNS, VERBAL THREATS, ACTS OF BULLYING OR INTIMIDATION, OR OTHER ACTS**

Students shall respect other students, visitors, school employees and other persons by utilizing appropriate language and behaviors at all times. Any action which is insulting, abusive, harassing, profane, obscene, bullying, intimidating or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person based on his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status or disability is specifically STUDENT & PARENT HANDBOOK prohibited. Students who believe they have been subjected to bullying, harassment or discrimination should inform a teacher, counselor or school administrator.

**Consequences:**

1. In-school disciplinary action. Repeated or serious violations up to 3 days OSS.
2. In-school disciplinary action up to 5 days OSS. Long term suspension may result if aggravating circumstances are present.

**8. FORGING NOTES/DOCUMENTS**

Students shall not provide false information to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business.

**Consequences:**

1. In-school disciplinary action up to 3 days OSS.
2. In-school disciplinary action up to 5 days OSS.

**9. ARSON OR MAKING OR POSSESSING DESTRUCTIVE DEVICES, EXPLODING FIRECRACKERS OR IGNITING SIMILAR DEVICES, CAUSING A FIRE OR COMMITTING ARSON**

a) Arson– Students shall not cause any fire whether or not there is an intent to commit arson or other crimes involving fire or explosion at any time while a student is at school in any school building and on any school premises, attending school sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall not set fire to anything unless directed to do so under the supervision of a teacher or administrator for educational purposes.

b) Willfully Burning a School Building - A student shall not wantonly or willfully set fire to, burn, causes to be burned, or aid, counsel, or procure the burning of any schoolhouse or building owned, leased, or used by any public school, college, or educational institution.

Making or Possessing Exploding Firecrackers or Similar Igniting Devices - Students shall not make or possess firecrackers or smoke-creating devices or STUDENT & PARENT HANDBOOK materials or facsimiles thereof, including matches or lighters. In the event that a device is discovered, it shall be confiscated and not returned to the student.

c) Making or Possessing Destructive Devices on Educational Property - Students shall not make or possess any destructive device. A destructive device is defined as an explosive, incendiary, or poison gas; including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device.

**Consequences:**

1. OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required.

**RULE 10. UNJUSTIFIED ACTIVATION OF A FIRE OR OTHER ALARM SYSTEM**

Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.

**Consequences:**

1. In-school disciplinary action up to 10 days OSS. Law enforcement and fire department will be called.
2. 10 days OSS up to long-term suspension. Law enforcement and fire department will be called.

**RULE 11. FIGHTING AMONG STUDENTS**

Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. If a student is a victim of a violent attack, he or she may defend themselves only as it is necessary so long as to protect oneself from harm or place oneself under the protection of a school official or the School Resource Officer.

**Consequences:**

1. In-school disciplinary action up to 10 days OSS. Law enforcement may be called.
2. 3 days OSS up to long-term suspension. Law enforcement may be called.

**RULE 12. EXTORTION**

Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.

**Consequences:**

1. In-school disciplinary action up to 10 days OSS. Law enforcement may be called.
2. 3 days OSS up to long-term suspension. Law enforcement may be called.

**RULE 13. THEFT OR DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY**

Students shall not steal or attempt to steal, knowingly be in possession of stolen property, or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize damage, steal or attempt to damage property belonging to others.

**Consequences:**

1. In-school disciplinary action up to 10 days OSS. Law enforcement may be called. Restitution may be required.
2. In-school disciplinary action or OSS up to and including long-term suspension. Law enforcement may be called. Restitution may be required.

**RULE 14. ROBBERY, BURGLARY, TAKING OR DESTROYING PROPERTY, USING VIOLENCE OR THREAT OF** **VIOLENCE**

Students shall not steal or attempt to steal, damage or destroy property of others using violence or threats of bodily harm.

**Consequences:**

1. In-school disciplinary action up to 10 days OSS. Law enforcement may be called. Restitution may be required.
2. In-school disciplinary action or OSS up to and including long-term suspension. Law enforcement may be called. Restitution may be required.

**RULE 15. INCIDENTS OF AGGRESSIVE PHYSICAL ACTION**

Students shall not engage in minor incidents of hitting, biting, shoving, kicking, spitting, throwing objects or other similar offenses towards a student or an adult.

**Consequences:**

1. In-school disciplinary action up to 3 days OSS.
2. In-school disciplinary action up to 3 days OSS. OSS up to and including long-term suspension for repeated incidents.

**RULE 16. THREATS OR ACTIONS OF ASSAULT AGAINST ADULTS**

a) Physical Assault or Physical Harm to School Employees and Other Adults – Students shall not cause or attempt to cause physical or bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher’s classroom unless the teacher consents.

b) Written or Verbal Assault to School Employees and Other Adults – Students shall not, through written or oral communication, threaten to cause, cause or attempt to cause harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

**Consequences:**

1. OSS up to long-term suspension. Law enforcement will be called.
2. 10 days OSS up to long-term suspension. Law enforcement will be called.

**RULE 17. PHYSICAL ASSAULT UPON A STUDENT**

a) Physical Assault Upon a Student – Students shall not cause, attempt to cause or threaten to cause (whether orally or in writing) injury of any kind to a student while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

b) Violent Physical Assault Upon a Student Resulting in Injury –Students shall not physically attack any other student causing severe or aggravated bodily injury involving, but not limited to, broken bones, loss of teeth, possible internal injuries, severe lacerations and bleeding or loss of consciousness, and/or requiring emergency medical services by trained school personnel or other health professionals (e.g., EMS) and/or hospitalization.

**Consequences:**

1. OSS up to 10 days. Law enforcement will be called if required by law, and may be called in other circumstances.
2. OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances.

**RULE 18. POSSESSION OF A FIREARM, OTHER TYPES OF GUNS, OR OTHER “LOOK-ALIKE” FIREARMS**

Students shall not possess or conceal or transport any gun, air gun, BB gun, pellet gun, firearm, stun-gun, starter pistol, paintball gun, zip gun or any similar weapon that is capable of or causing serious bodily injury or any gun facsimile (an exact or close reproduction or imitation of an actual or real gun) or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

a) Possession of a Firearm – Students shall not possess a firearm which is any of the following: a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver or any such weapon; any firearm muffler or firearm silencer; the term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

b) Possession of Other Types of Guns – Students shall not possess or conceal or transport or use any air gun, BB gun, pellet gun, stun-gun, taser, zip gun or any other weapon capable of firing a projectile or any gun facsimile (an exact or close reproduction or imitation of a gun reasonably perceived by a person to be an actual or real gun): or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items.

c) Possession of Other “Look-alike” Firearms or Incidental items relating to firearms – Students shall not possess any other “look-alike” gun such as a plastic gun, rubber gun, candy gun or water pistol, or paintball guns.

**Consequences:**

1. In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate “look-alike” weapon. Repeated offenses will result in longer OSS terms
2. In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called.
3. 365 day suspension. Confiscate weapon. Law enforcement will be called.

**RULE 19. STUDENT DRESS**

A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please see the dress code or Standard Mode of Dress (SMOD) policy at your school. Before being disciplined for the first offense, a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this rule and his/her parent(s) or guardian(s) will be contacted.

**Consequences:**

1. In-school disciplinary action (and parent contact).
2. In-school disciplinary action (and parent contact) for the first three offenses that occur on different school days during a grading period.

**RULE 20. PROHIBITIONS ON THE USE OF CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

a) Inappropriate Use of Electronic Devices – Students may not use Electronic Devices, examples of which include but are not limited to cellular phones, laptops, school computers and iPods, in any way that either compromises educational integrity, disrupts the educational environment, or any other lewd, inappropriate or otherwise disruptive manner.

b) Use of any Portable Electronic Device for elementary and middle school students, examples of which include but are not limited to cellular phones and iPods, during the school day, meaning from five minutes prior to the first tardy bell to five minutes after the dismissal bell, is strictly prohibited. Exceptions include a laptop/notebook computer, calculator or other similar item either furnished by Success Institute Charter School for the purpose of educational instruction or similar personal items with the express permission of the principal for the purpose of educational instruction.

**Consequences:**

1. Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian.
2. Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian. Repeated or serious violations may result in ISS up to 3 days OSS.

**RULE 21. GANG ACTIVITY OR GANG-RELATED ACTIVITY**

No students shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as its primary activities the commission of criminal acts and having a common name, identifying sign, colors or symbols. Conduct prohibited by this policy includes: • Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or bring in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or with the purpose of promoting gang affiliation; • Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation; • Tagging or otherwise defacing school or personal property with gang or gang related symbols or slogans; • Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity; • Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; • Soliciting others for gang membership; and • Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that related to gang activity. This rule will only apply when the behavior does not meet the standards of any other violation. If gang-related activity is associated with another act of misconduct, evidence of gang activities shall be considered an aggravating factor. Before being suspended for the first offense of wearing gang-related attire (when not involved in any other kind of gang related activity or behavior), a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this policy, unless the student has been specifically notified of a prohibited item of attire.

**Consequences:**

1. In-school disciplinary action up to OSS. Up to 3 days OSS for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting.
2. OSS up to 10 days for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting.

**RULE 22. POSSESSION, USE, SALE, DELIVERY OR DISTRIBUTION OF MARIJUANA, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES AND ANY OTHER UNAUTHORIZED OR ILLEGAL SUBSTANCES OR DRUG PARAPHERNALIA**

Students shall not possess, use, sell, transmit, deliver or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia or any substance which impairs or otherwise mimics the hallucinatory, euphoric, depressive and/or intoxicating effects of illegal substances at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved STUDENT & PARENT HANDBOOK activity or function or during any period of time when students are subject to the authority of school personnel, and/or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. In all cases the substance will be confiscated.

**Consequences:**

1. OSS up to 10 days. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required.
2. OSS up to long-term suspension. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required.

**RULE 23. DISRUPTION OF SCHOOL**

a) Communicating a False Bomb Report or Perpetrating a Bomb Hoax – Students shall not communicate a false bomb report that there is located on any school property or at any school-sponsored event on or off school property any device designed to cause damage by explosion, blasting or burning. Students shall not perpetrate a bomb hoax by any means, including the concealment, placement or display of any device, machine, or artifact to cause a person to reasonably believe the item is a bomb.

b) Communicating a Terroristic Threat or Perpetrating a Terroristic Hoax – Students shall not communicate a false report by any means that there is located on school property or at any school-sponsored activity off school property any device, substance or material designed to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating, or displaying on school property or at school-sponsored activity off school property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing a serious disruption to or causing an actual significant disruption of the instructional day or school-sponsored activity while a student is on any school property or at school-sponsored activity on or off school property. Students shall not communicate a false report that a terroristic act likely to cause serious injury or death is about to occur or is occurring on any school property or at any school-sponsored event off school property, with the intent of causing a significant disruption or actually causing an actual significant disruption of the instructional day or school-sponsored activity.

**Consequences:**

1. OSS up to long-term suspension. Law enforcement will be called.
2. 10 days OSS up to long-term suspension. Law enforcement will be called.

**Board of Directors SICS 2024 – 2025**

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| Chanika Graham – Board Chair Person  Troutman, NC  [chanikagraham@gmail.com](mailto:chanikagraham@gmail.com) | Dr. Dietrich Danner – Board Member  Durham, NC  [damdanner@gmail.com](mailto:damdanner@gmail.com) | Tamashia Dixon – Secretary  Statesville, NC  [dixontamashia@yahoo.com](mailto:dixontamashia@yahoo.com) |
| Felina Harris  Troutman, NC  [mslinafaith77@gmail.com](mailto:mslinafaith77@gmail.com) | Chaz Boller – Board Member  Statesville, NC  [bollerxprezz@gmail.com](mailto:bollerxprezz@gmail.com) | Shadrach Martin – Principal  [shadrach\_martin@successinstitutenc.org](mailto:shadrach_martin@successinstitutenc.org) |
| Lashanda Carter – Board Member  Mooresville, NC  [shandainbox@gmail.com](mailto:shandainbox@gmail.com) | Leslie Jones – Board Member  Statesville, NC  [ljones@livingstone.edu](mailto:ljones@livingstone.edu) | Pamela Rogers – Teacher Representation  [Pam\_rogers@successinstitutenc.org](mailto:Pam_rogers@successinstitutenc.org) |
|  |  |  |

**A yellow and red logo

Description automatically generated**

**Signing below certifies that you have received and had the opportunity to read over the Success Institute Charter School Student / Parent Handbook 2024 – 2025.**

**Sign and turn into Mr. Martin.**

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**Print First / Last Name Signature Date**

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**Print First / Last Name (Parent) Signature (Parent) Date**