

# Step by Step Performing Arts Academy

*When you dance, your purpose is not to get to a certain place on the floor. It's to enjoy each step along the way.*

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Student/Parent Handbook

Madison S.T.E.A.M. Academy

Student/Parent Handbook

2020-2021

HOME OF THE WARRIORS

1012 BEECH STREET

TALLULAH, LA 71282

PHONE: (318) 493-5068

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A MESSAGE TO OUR PARENTS

Dear Parents/Guardians:

Welcome to a new school year at Madison S.T.E.A.M. Academy. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children’s education

and it is important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days, PTA meetings, and other school activities.

You will find in the Parent/Student Handbook some especially important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (318) 493-5068.

Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely,

Madison S.T.E.A.M. Academy Staff

#### Vision

Madison S.T.E.A.M. Academy will prepare students for the future through the teaching of science, technology, engineering, art and math.

#### Mission

The mission of Madison S.T.E.A.M. Academy is to provide an educational environment that will enable all students to develop essential academic skills for a lifetime of learning and to prepare students to be responsible, contributing citizens in a diverse and changing world.

Motto

Good, Better, Best

Never let it rest

Til the good gets better

And the better gets best.

1 Team 1 Mission

Go Warriors!!!

School Mascot

Warriors

School Colors

Purple & Gold

*Beliefs*

We are committed to:

- Promoting high achievement and academic success through collaboration and shared decision making with stakeholders.
  - Creating a nurturing, safe, and supportive atmosphere.
  - Providing data driven instruction.
  - Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.

- Implementing research-based best practices that support critical thinking and problem solving
- Utilizing current technology to enhance the quality of instruction.

### Family Educational Rights and Privacy Act (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."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
7. Accrediting organizations;
8. To comply with a judicial order or lawfully issued subpoena;
9. Appropriate officials in cases of health and safety emergencies; and
10. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may use the Federal Relay Service.

School Admission

Madison S.T.E.A.M shall admit students to school once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School may prescribe.

The School shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is seventeen (17) years of age or younger on September 30th of the calendar year in which the school year begins or is eighteen (18) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in school pursuant to state law and the policies of the School and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the school should not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be eighteen (18) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities. (Not Applicable)

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Administrator or designee as to whether or not a child shall continue in school upon failure to comply herewith.
2. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or

satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

#### Admission of Expelled Students

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Administrator.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted except upon the review and approval of the administrator or designee.

#### Student Tuition

Tuition for all non- scholarship and scholarship students is \$6000.00 annually and \$500 per month. Families that have more than one child attending Madison S.T.E.A.M. Academy are advised to schedule a conference with the school leader for details. Parents may apply for the Louisiana Scholarship Program on the department of education's website: [louisianabelieves.com](http://louisianabelieves.com)

#### Basic Instructional Program

In keeping with its commitment to provide equal educational opportunities for each child, Madison S.T.E.A.M recognizes that the basic instructional program in the district's schools consist of those required courses that lead to high school graduation as listed in the Louisiana Handbook for Non-Public School Administrators, Bulletin 741.

Although particular course offerings and teaching approaches may vary, programs in basic curriculum areas shall be coordinated and sequenced to grade level so that students can make satisfactory progress throughout their school careers. In all instances, the elementary curriculum, middle school curriculum, and high school curriculum shall meet the educational requirements established by state statute and the Louisiana Department of Education.

### Releasing of Students

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds.

### SCHOOL HOURS

School hours are from 7:30 AM to 3:15 PM.

Arrival: 7:30 AM - 7:45 AM

PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:30 AM. There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:30 AM. Students must be dropped off in the designated drop off area. Please do not drop off students in the street.

Dismissal: Begins at 3:15 PM

Student Pick Up: Students who are picked up will be sent to the multipurpose room. Parents/guardians should report to the multipurpose room and sign out their children. Please note the following: Except for emergency situations, parents should not regularly come to the office to pick up their children. Parents of students who are picked up early on a regular basis will be contacted by the principal/designee to discuss the reasons and to develop a preventative plan.

Student Walkers: All walkers are dismissed through the side door at 3:15 PM. Please Note: When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

#### SCHOOL OFFICE HOURS

The school office is open Monday-Friday from 8:00 AM to 3:30 PM. If you need to contact the school before or after these hours, you may call (318) 493-5068 and leave a message. Someone will return your call, during our normal school hours.

#### Madison S.T.E.A.M. Academy Daily Schedule

7:30 Duty Teachers/Breakfast

7:40-7:50 Teacher Arrival/Breakfast

7:50-8:00 Morning Routine

8:00-8:55 55 ELA/English I-IV

8:58-9:47

Mathematics/Algebra/Geometry Mathematics/Weekly Assessment

9:47-9:57

Recess/Break Recess

10:00-10:55

Science/Biology/etc. Weekly Assessments

11:00-11:48

Interventions(HS/MS)Lunch/RecessPk-6th Grade Music

(HS/MS)

Lunch/Recess

Pk-6th Grade Interventions

(HS/MS)

Lunch/Recess

Pk-6 Grade PBIS Lessons/Student Assessments

11:48-12:33

HS & MS Lunch /Recess

Pk-6th Grade Interventions

Pk-6th Grade Music

12:33-1:28

HS /MS/Drama (Monday)

5-6 Keyboarding

K-4 PE

HS Virtual Spanish (Tuesday)

K-6 PE/MS-PE

HS/MS Physical Education/Health (Wednesday)

HS/MS Physical Education/Health (Thursday)

HS/MS Physical Education/Health/Assessment (Friday)

1:28-2:13

Spanish/5- 6th Grades

HS/MS PE

Pk-4

PE/PK-6 Grade

HS PE/Health/MS Keyboarding (Tuesday)

Physical Education (Wednesday)

Health PK-6

HS Careers

MS PE

Spanish PK-1st – 4th Grade (Thursday)

Assessments/ PBIS Lessons (Friday)

2:13-3:08

8 Social Studies/Assessments

3:08-3:15

Drop Everything & READ Drop Everything & READ Drop Everything & READ Drop

Everything & READ Drop Everything & READ

3:15 Dismissal

\*Robotics, 4-H Club, Student Council, Dance, and Beta Club meetings will be held during school hours.

Technology and Mentoring will be built into instructions daily.

## Reporting Periods

### Progress Reports

September 3

September 23

October 14

November 20

December 18

January 7

February 17

March 9

March 23

April 27

### Report Cards

(Six weeks reporting periods)

End of grading period Report Cards Sent Home

September 20 September 23

November 1 November 13

December 20 January 7

February 14 February 17

March 22 April 6

May 15 May 24

Grading Scale

100-93-----A

92-85-----B

84-72-----C

71-68-----D

67 and below--F

Madison S.T.E.A.M. Academy

2020-2021 School Calendar (Revised)

AUGUST 11, 2020 (Tuesday) .....MANDATORY

EMPLOYEE INSERVICE

AUGUST 12, 2020 (Wednesday).....MANDATORY

EMPLOYEE INSERVICE

AUGUST 13, 2020 (Thursday).....BACK TO SCHOOL RALLY

(11:00AM-1:00PM)

AUGUST 14, 2020 (Friday).....1ST DAY OF

SCHOOL.....FULL DAY

SEPTEMBER 7, 2020 (Monday)

Holiday.....LABOR DAY

OCTOBER 12-13, 2020 (Monday-Tuesday) {Holiday}.....

.....FALL BREAK

OCTOBER 20, 2020 (Tuesday).....

PARENT/TEACHER CONFERENCES

(3:30P.M.-5:00 P.M.)

OCTOBER 23, 2020 (Friday).....PD ½ DAY FOR SCHOOL STAFF

(NO STUDENTS)

NOVEMBER 3, 2020 (Tuesday) Holiday... ..

ELECTION/VETERAN'S DAY

NOVEMBER 23-27, 2020 (Monday-Friday)

Holiday.....THANKSGIVING

(DISMISS 3:15 P.M. Friday, Nov. 20; Nov. 30)

DECEMBER 11, 2020 (FRIDAY) .....PROFESSIONAL DEVELOPMENT

DAY (NO Students)

DECEMBER 21, 2020-JANUARY 5,

2021.....CHRISTMAS/NEW YEARS

(DISMISS 1:00 P.M. Friday, Dec. 18; Return Tuesday Jan. 5)...January 4, 2021

PROFESSIONAL DEVELOPMENT DAY/NO STUDENTS

JANUARY 15, 2021 (FRIDAY).....PD ½ DAY FOR STAFF

(NO STUDENTS)

JANUARY 18, 2021 (Monday) (Holiday).....MARTIN

LUTHER KING JR. DAY

FEBRUARY 15, 2021 (Monday) (Holiday).....

PRESIDENTS' DAY

FEBRUARY 16, 2021 (TUESDAY) .....PD DAY  
(NO STUDENTS)

FEBRUARY 17, 2021 (Wednesday) ..... PARENT/TEACHER  
CONFERENCES  
(3:30 P.M. – 5:00 P.M.)

MARCH 22- 26, 2021 (Monday-Friday )  
(Holiday).....,.....SPRING BREAK  
(DISMISS 3:15P.M. Friday, March. 19; Return Monday, March 29)

APRIL 2-5, 2021 (Friday- Monday).....GOOD  
FRIDAY/EASTER  
(DISMISS 3:15P.M. Thursday, April 9; Return Tuesday, April 14)

MAY 6, 2021  
(Thursday).....SENIORS' LAST  
DAY

MAY 13, 2021  
(Thursday).....GRADUAT  
ION

MAY 24, 2021 (Monday).....YEAR END RALLY.....STUDENTS'  
LAST DAY (Full day)

MAY 25, 2021 (Tuesday).....ALL  
EMPLOYEES' LAST DAY

Student Records-Confidentiality

Parents generally have access to their student's school records unless restricted by court order or as may be required by federal or community laws. School employees are required to safeguard records and maintain their confidentiality. Only factual information is to be maintained in the permanent records of students. Federal law protects the privacy of student medical and education records.

### Homework

Homework is an important part of the student's total education. The purpose of homework is to provide additional practice on previously introduced skills and enrich classroom experiences. Students are expected to take responsibility for completing assignments.

### Progress Reports/Grading

Families will receive Progress Reports and Report Cards from their student's teacher.

Grades will be an accurate reflection of student achievement against a clearly established set of objectives. Grades will be meaningful and honest for students and their families because they reflect learning goals.

Parents will receive a progress report every three weeks. The progress report will report on progress indicators toward achieving a specified goal.

Report cards are also sent home at the end of each six weeks reporting period.

Parent/teacher conferences are held twice a year, once during the fall and once during the spring. Teachers will provide dates and times for conferences.

## Attendance

Regular attendance is a key component for academic success and S.T.E.A.M. Academy expects an attendance rate of at least 90% for all students. It is important for parents/guardians to recognize the direct relationship between academic success and regular class attendance. Attendance is important at every grade level. Students miss out on crucial learning opportunities that cannot be made up when they miss lectures, class discussion, group participation and one-on-one teacher/student interaction. The primary responsibility for attendance rests with parents/guardians.

## Absences

Parents/guardians are expected to notify the school when their child is going to be absent. If parents/guardians fail to notify the school of their child's absence, this is considered an unexcused absence. Excessive absences (5 or more absences a semester) will be reported to the truancy officer.

Excused absences include the following:

- Illness or medical emergency or appointment (a doctor's note is required after 3 days of illness)
  - Bereavement
  - Family emergency

### Late Arrivals/Tardiness

Students arriving late (after 8:00 AM) to school must report to the office with their parent/guardian to be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required. Parents of students who have 5 or more tardies in a semester will be required to meet with the

principal/designee to discuss the reasons for the tardies and to develop a plan for improvement.

### Parent Teacher Conferences

Madison S.T.E.A.M. Academy conducts Parent Teacher Conferences during the school year to discuss academic and personal progress. Conferences allow the student, teacher and parent to consult, collaborate and create a plan for the student's academic expectations, academic growth and personal goals. The Parent will be contacted in advance for scheduling.

### Illness

In the event a student becomes ill while at school a parent/guardian will be notified by the Principal or designee. The student may be picked up by the parent/guardian or anyone listed on the emergency contact list. All pick-up procedures will be enforced. In cases of medical emergencies, paramedics will be immediately notified.

### Security & Safety

The safety of our students is of highest importance to the staff. Your support and cooperation is needed to help insure a safe school environment. For the safety of students and staff, all visitors, including parents/guardians and volunteers must check in at the Front Office before they are permitted to enter any classroom or school grounds.

A visitor is anyone who is not a student, school faculty or staff member entering the campus for school business. Children from other schools are not allowed to visit with our students during school hours.

We encourage parents, guardians, family members and any other Community member 18 years and older to visit and volunteer. Volunteers and visitors are not permitted to be left alone with any student under any circumstances.

Any volunteer or visitor who fails to abide by the directions of the administrator in charge and/or who becomes disruptive in any way will be asked to leave the campus. Failure to abide by this or any other lawful directive of the administrator may result in removal by local law enforcement.

### Emergency Drills

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from September through June. These drills prepare students in the event of an emergency. In the event of a school crisis, the School Crisis Team will implement the Crisis Plan according to the Schools policy.

### School Closings

The Principal is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health or safety of students, teachers, or the school plant/site. The Principal and designated staff personnel will assess weather and travel conditions prior to 5:00 a.m. When a decision is made to close or delay schools for the day, parents and staff will be notified by phone. Local television and radio stations will also be notified.

### Change of Address/Phone Number

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately. It is the parent's responsibility to keep your child's personal information current.

### Educational Records Requests

Request by parents/guardians for information regarding their children's educational records should be made to the office clerk at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be fulfilled immediately.

### Field Trips

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. A field trip permission form will be sent home for each school field trip and must be completed by the parent/guardian. The Parent/guardian will be notified of each field trip. Some field trips may require a nominal fee for student participation. In some instances the Parent/guardian may be required to escort a child on a field trip due to his/her behavior. In some cases a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.

### Behavior Expectations

### Conduct/School Rules

The school provides an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action.

#### Telephone Use

The office telephone is for business calls. Students may use the office telephone only in the case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school requesting to speak with students.

#### Valuables

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Madison S.T.E.A.M. Academy is not responsible for lost or stolen items.

#### Parental Involvement

##### Fundraising

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door to-door solicitations by students are prohibited.

Dress Code

Grades Pre-K- 12

BOYS

Shirts----- white-dress button front

Pants or shorts----- navy or khaki

Neckties----- navy, black or multi-color

Shoes----- black or brown

Belts----- black or brown

GIRLS

Tops-----white button front blouse

Crossties-----navy, black or multi-color

Pants or shorts----- navy or khaki

Skirts or jumpers-----green/blue multi-color, navy or khaki

Shoes----- black or brown

Belts----- black or brown

ALL Students-----Black Mesh Backpacks

Dress Code

S.T.E.A.M. Academy students shall not wear the following items:

1. Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures;
2. Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.

3. Clothing pins, jewelry, accessories or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
4. Clothing that is transparent or exposes the midriff, navel or cleavage.
5. Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
7. Underwear as outer garments or clothing that exposes underwear (including, but not limited to, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
8. Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
9. Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chopsticks).
9. Clothing that is too tight and/or is inappropriate in length as determined by the building principal/designee
10. Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures).
11. Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves or bandanas).
12. Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings, scarves, jackets and coats).

Madison S.T.E.A.M. Academy

Electronic Device Policy (Cell Phone/Mobile Communication)

Students may have Cell Phones and mobile communication devices on their person in the off mode.

The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited.

Cell Phones and Mobile Communication Devices that ring, vibrate, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel.

Use of such devices in classrooms will be restricted and violations will result in confiscation of the device. Texting while walking through hallways is a safety concern and therefore prohibited.

No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, calling parent without permission, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, and etc,

Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for instructional purposes only.

Parents may be contacted to claim the student's cell phone or other electronic devices from the school administrator.

Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

The student assumes all risks in bringing such devices onto school property or to school related functions.

### Bullying Prevention Policy

Madison S.T.E.A.M. Academy believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Madison S.T.E.A.M. Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Madison S.T.E.A.M. Academy expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Madison S.T.E.A.M. Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Executive Director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Madison S.T.E.A.M. Academy Computer Use Agreement for Students

Madison S.T.E.A.M. academy provides a wide range of computer resources to its students for the purpose of advancing the educational mission of the School. As a user of School computers, you are expected to review and understand the Acceptable Use Procedures. You are expected to:

1. Protect your logon information from others. Do not use other users' passwords.
2. Exercise good judgment.
3. Respect school property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software to school computers without permission.
5. Do not use school computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.

6. Do not use the Internet to access or process pornographic or otherwise inappropriate material in concert with the school Internet Safety Policy. Notify an adult whenever coming across information or messages that seem inappropriate.
7. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
8. School computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it.  
Respect copyrights.
10. Do not give out any personal information over the Internet.

Violation of any of the above conditions of use may be cause for disciplinary action.

Violations may constitute cause for revocation of access privileges, suspension of access to School computers, other school disciplinary action, and/or appropriate legal action.

### Acceptable Use Policy for Technology in our Classrooms

This document is for the clarification of acceptable use of the technology in our classroom. We will be discussing this policy and following it closely throughout the year. Any misuse of the following guidelines will result in the loss of privileges with the use of technology in our classrooms.

### Expectations

- Students will use the computers/technology as instructed to do so by the teacher.
  - Students will treat the computers/technology with respect.
- Students will not be permitted to run in the room, physically misuse the equipment, or any other form of misuse.
  - o Students must stay/work with the group and only go to the site(s) that they are instructed to access.
- Researching topics related to a school project is the only appropriate use of the Web. (Students are not permitted to check sports scores, go to entertainment sites such as music, TV, movie or band sites, go to game sites, etc.)
  - Students may not go to chat rooms or use Instant Messenger programs.
- The teacher will check all in-coming and out-going email messages before students will have access to them should we use email in the classrooms.

#### Consequences

- Depending on the circumstances, you will not be allowed to use the computer for a day, a week, a month or the entire school year. However, you will be required to complete any projects using paper, pencil and books.
- A letter will go home to the parent from the student and teacher explaining the error in judgment and consequence.

The student may not use the computer at the end of the consequence time period if the letter has not been signed by a parent and returned to the teacher.

#### PHOTO RELEASE FORM

I hereby grant permission to Madison S.T.E.A.M. Academy

to use photographs and/or video of my child taken during the 2020-2021 School Year in publications, news releases, online, and in other communications related to the mission of Madison S.T.E.A.M. Academy.

Child's Name: \_\_\_\_\_

(Signature of Adult, or Guardian of Children under age 18)

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

Printed Name of Parent/Guardian \_\_\_\_\_

Address

Phone (day) (evening)

Email Address (optional)

Thank you!

### Code of Conduct

Madison S.T.E.A.M believes in the philosophy that education is the foundation for building and improving a better way of life and enables each individual student to face the challenges of the global society. Student's conduct plays a vital role in being a successful contributor to society.

Madison S.T.E.A.M expects students to be able to perform at his/her fullest potential. In order to develop competent, responsible, motivated individuals, Madison S.T.E.A.M must provide a safe environment that is conducive to learning. Therefore, students shall be expected to know and understand the following general rules of conduct and apply these rules on a daily basis. Students shall be expected to:

1. attend school whenever classes are in session,
2. respect all school personnel and other students at all times,

3. be on time for school and all classes,
4. refrain from harassing, intimidating, or bullying anyone at school,
5. know the rules, policies, and procedures of the school and follow them at all times, and, in general, conduct themselves at all times in a manner that is educationally and socially acceptable at school and in society.

Madison S.T.E.A.M shall provide students and parents with a School Student Handbook that identifies and explains rules, policies, and procedures that are specific to our school. The handbook outlines the consequences for students who violate the code of conduct or any school rule, policy, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, after school detention, corporal punishment, suspension from school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or school policy.

### Discipline

It is the purpose of Madison S.T.E.A.M to operate our school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Every teacher and other school employees shall endeavor to hold each student to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, in any school vehicle, on the street or while going to or returning from school,

during intermission or recess, or at any school sponsored activity or function. To assist the teacher, the school shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

The administrator shall have both the authority and the duty to take disciplinary action whenever the behavior of any student (s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process.

The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school.

#### Student Removal from Class

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school's code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

Any student removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. Once removed, the student shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

1. Suspension- (Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension).
2. Expulsion
3. Any other disciplinary measure authorized by the principal

#### Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher may require the parent, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his or her designee before the student is readmitted. Upon the student's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplate disciplinary measures to be taken before the principal implements such measures. If appropriate, the principal may send a Request for Assistance form to the building level committee requesting review and assistance or to the requesting referral to court through Families in Need of Services (FINS). In addition, a conference between the teacher or other appropriate

school employee and the student's parent, or legal guardian shall be required prior to the student being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

#### Student Misconduct at the end of Year

Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year. Any graduating senior who commits a serious major or criminal infraction after the last regular class period shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period.

#### Parent Conferences

In any case where a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent, or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. Notice of the conference, specifying the time and date of the conference, shall be given by contacting the parent, or legal guardian by telephone at the telephone number shown on the student's registration form or by sending a certified letter to the address shown on the student's registration form.

### Reports to Principal

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee.

Incidents of alleged discipline violations shall be reported on the School Behavior Report form/School Bus Behavior Report form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

### Delinquent Students

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court.

Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or

### Refusal of Administrator in Discipline Matters

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the

administrator or administrator's designee is involved in any manner in the discipline matter. In case of refusal, the action to be taken shall be done so by the Administrator or an impartial designee of the Administrator.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

#### Discipline of Students with a Disability

Discipline of students with disabilities shall be in accordance with applicable statutes or federal law and regulations. (Not Applicable)

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