



# **Family Handbook 2008-2009**

**the future is now.**

# Letter from the Principal

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Dear Scholars and Families,

Welcome to Sci Academy! This will be an exciting journey for all of us. Over the next four years, your child will gain the tools necessary to change the world and succeed in ways she or he may have never imagined before. She or he will be prepared to compete with the nation's most talented scholars in colleges and universities across the country. The faculty and staff here at Sci Academy are dedicated to our scholars' academic and personal growth; we are here to challenge them to be their very best. We are happy you are members of our community!

This **Family Handbook** is a short guide to our school rules and policies. At distinct points throughout the year, our policies may change. We commit to notifying you immediately if and when this happens. Please do not hesitate to contact the school or me with any concerns.

We are partners in our children's education, and we look forward to working closely with you. We want and need you to be a part of our school. We look forward to your attendance at school functions ranging from parents' nights to sporting events. The more you are here, the better we serve our children.

I look forward to a powerful and positive year. Please use the information contained within this handbook as a resource throughout the year. Please feel free to contact me if you have any questions or concerns.

With a continuous commitment to our future,

Benjamin Marcovitz  
Founder and Principal  
(504) 287-5400

The Future is Now!

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# The Sci Academy Vision

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## Our School Vision

New Orleans Charter Science and Math Academy (Sci Academy) will prepare all interested scholars for college success, equipped with the passion and tools to begin innovative and world-changing pursuits.

## Our Core Values

Sci Academy was founded on the belief that all scholars can develop the skills, motivation and perseverance required to complete college and pursue the careers and lives of their choosing. Excellent teaching, challenging course material, and a positive school culture can allow all scholars to become college-ready. Above all else, we value:

<b>Achievement</b>
<ul style="list-style-type: none"><li><i>We focus on results and do whatever it takes to accomplish our goals.</i></li></ul>
<b>Respect</b>
<ul style="list-style-type: none"><li><i>We treat every person and every thing as we want to be treated.</i></li></ul>
<b>Responsibility</b>
<ul style="list-style-type: none"><li><i>We look to ourselves to do what needs to be done.</i></li></ul>
<b>Perseverance</b>
<ul style="list-style-type: none"><li><i>We never give up.</i></li></ul>
<b>Teamwork</b>
<ul style="list-style-type: none"><li><i>Helping a member of our team is helping ourselves. When one succeeds, we all succeed.</i></li></ul>
<b>Enthusiasm</b>
<ul style="list-style-type: none"><li><i>We remain positive. We show our positivity. The positivity we show gives us strength.</i></li></ul>

# Attendance – Absences

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At Sci Academy, regular attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace. Students must make their strongest effort at school each and every day in order to achieve academic success. Families are expected to ensure that their children are in school. PLEASE do not allow your child to miss a day of school except for serious illnesses (procedures for contacting the school in the event of a *necessary absence* are detailed at the back of the handbook under “Procedures for a Necessary Absence”). Excessive absences will be considered a violation of the parent/guardian commitment. Students who miss an excessive number of days may not be promoted to the next grade.

## Consequences for Absences

Number of Absences	Sci Academy’s Response
<i>No Absences in a Trimester</i>	The student and family are congratulated and recognized for exceptional attendance and commitment to their education.
<i>Three Absences in a Trimester</i>	This is considered a serious issue. <b>At this point, the parent/guardian will be called to the school to meet with the Principal.</b> An attendance plan will be developed.
<i>Seven Absences in a Year</i>	This is considered a serious issue. <b>At this point, the parent/guardian will be called to the school to meet with the Principal.</b> An attendance plan will be developed.
<i>Nine Absences in a Year</i>	<b>The student is considered for possible retention in her/his current grade. At this point, the parent/guardian will be called to the school to meet with the Principal.</b> The Principal reserves the right to consider nine days missed significant time lost from school that can potentially not be made up. In addition, a report may be filed with the Louisiana Department of Social Services.
<i>18 Absences in a Year</i>	<b>The student will be considered a habitual truant, required by law to be retained in the current grade, among other penalties.</b> At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. The Sci Academy Board or Board designee will submit an annual report to the State Department of Education that reports the number of habitual truants.

## Important Notes about Absences

- *All absences require excuse notes:* Absences due to illness require a doctor’s note. Absences due to a death in the family or a religious holiday require a note from a parent/guardian. Absence notes must be brought to the office immediately upon the scholar’s return to school.
- *All Absences – “Excused” and “Unexcused” – Are Still Considered Absences:* Any day your child does not attend school is considered an absence. This includes absences due to student illness (with doctor’s note), a death in the family, or a religious holiday (with parent/guardian’s notes). While we require a note from a parent/guardian or doctor explaining the absence, the student is still considered (and marked) absent from school. While excused absences do not bring about disciplinary penalties, they do build toward a student’s being retained in their current grade.

- ***Never Miss School for Appointments:*** Parents/guardians/families are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons (after 1:30 PM) or days when school is not in session. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day.
- ***Suspensions Are Considered Absences:*** If students are absent from school due to suspension, these days will be treated the same as absences.
- ***Early Dismissals Are Not Permitted:*** Students are expected to stay in school until the very end of the day (5:00 P.M. for regular dismissal; 1:30 P.M. on Fridays). Early pickups are disruptive to the learning environment. We will not release students prior to the end of the school day without prior notification. Please note that departures which occur before 1:00 P.M. on regular days and before 12:00PM on Fridays and other early release days will result in the student being marked absent for that entire day.
- ***How the School Will Keep Track of and Follow Up on Student Absences:*** If a student misses school, Sci Academy staff will make reasonable efforts to contact the student’s parent/guardian by telephone, writing, or in person. Staff will explain the school’s strict attendance policy and request the parent/guardian’s strong support in enforcing this policy. The Principal will follow up with parents/guardians about attendance issues.

## Attendance – Tardiness

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Getting to school on time is a key to your child’s success. At Sci Academy, the learning begins from the moment students walk in the door. For instance, students read and complete challenging critical thinking problems during breakfast. Students who are late miss essential instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum.

In addition, tardiness in general is a bad habit. One of the most common reasons that people lose their jobs is persistent tardiness to work. We want our students to succeed in school and in the workplace.

If a scholar has no tardies in a trimester, the scholar and his or her family will be congratulated for being “on time” and for their true commitment to education.

### **Definition of Tardiness**

Our doors open to scholars at 8:10 A.M. each morning. Students must arrive between 8:10 A.M. and 8:30 A.M. Students arriving after 8:30 A.M. are considered tardy, unless excused by doctor’s note or a parent/guardian note describing a death in the family or similar emergency. In cases when a school bus arrives late, those students riding the bus are not considered tardy.

## Consequences for Tardiness

Arrival Time	Sci Academy's Response
<i>8:31-8:40 AM, unexcused</i>	<p>The scholar is considered late, will be escorted to his or her class, and</p> <ul style="list-style-type: none"> <li>• will receive two demerits</li> <li>• cannot participate in any school extracurricular activities or sports that day</li> <li>• will earn a zero for missed work</li> <li>• will receive half an absence</li> <li>• must take responsibility to find out exactly what work was missed</li> </ul> <p><i>*An exception will be made if the scholar rides the RTA bus, the RTA experiences a breakdown, and that breakdown can be confirmed by the Administration or other staff.</i></p> <p><i>**If school buses are late, scholars who ride the school bus and who enter school grounds and report to the office immediately upon arrival will not be considered tardy.</i></p>
<i>After 8:40 AM, unexcused</i>	<p>receive the penalties above and the following additional consequence:</p> <ul style="list-style-type: none"> <li>• 8:41-8:50 AM – one hour of detention</li> <li>• 8:51-9:00 AM – two hours of detention</li> <li>• 9:01-or later – three hours of detention</li> </ul> <p><i>*If school buses are late, scholars who ride the school bus and who enter school grounds and report to the office immediately upon arrival will not be considered tardy.</i></p>

*Scholars with more than one tardy* are accumulating absences. Two tardies are equivalent to one absence. Consequences for these absences are described in the previous section.

## Arrival and Dismissal Policy

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### Arrival

- The school officially opens to students at 8:10 AM each day.
- Students proceed to the Northeast entrance to the school, not the “front” door, and wait quietly to enter single-file.
- Unless students and/or families have made appointments with individual teachers or other staff beforehand, students and families must remain outside the building until 8:10 AM.

### Dismissal

- The school day officially ends at 5:00 PM, except for Friday, when it ends at 1:00pm.
- Unless students depart on school buses, families are responsible for picking up students at 5:00 PM, Monday through Thursday, and at 1:00 PM on Friday.
- Students who are in need of extra help to reach mastery are required to stay until 7:00 PM on some Mondays-Thursdays and until 5:00 PM on some Fridays, at the discretion of the Principal.
- Families are responsible for their child’s transportation if and when that child is required for academic or behavioral reasons to stay late at school and/or not ride the bus.

### Late arrival or early departure

We realize that scholars have doctor, dentist and other appointments. Parents should make every effort *possible* to schedule these for weekends, vacation days, Friday afternoons or other times when the scholar is not in school. Missing school for any reason is extremely disruptive of the scholar's college preparatory education and sends a message to our community that school is less important than it is.

- If scholars are dismissed early five or more times in one trimester, we will meet with parents and the scholar to discuss whether Sci Academy is the best fit for the scholar. Missing too many classes may jeopardize a scholar's chances of being promoted.
- In order to be dismissed early, scholars must have a note signed by a parent/guardian stating the reason for the early dismissal, how that student will be leaving, and a phone number where the parent can be contacted. Someone from Sci Academy will call home to verify *every* note.
- A scholar who would like to leave because he or she is not feeling well must get the Principal's approval **before calling home**. It will be at the Principal's discretion as to whether or not the scholar is allowed to leave early.

## Homework

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- *Homework is given each and every night including Fridays at Sci Academy.*
- *Scholars* are expected to have every assignment completed prior to the beginning of the next school day.
- *Parents/guardians* are required to sign off on homework nightly.
- *Homework must be turned in to each scholar's advisor at 8:30 AM daily*, where it is checked for completion. Homework is then distributed by the advisor to the teachers who assigned it, where it is graded and returned to scholars.
- *If a scholar is absent*, the scholar or his/her parent/guardian may pick up make-up assignments from his/her advisor. If the absence is excused, the scholar has as many days as they were absent to complete homework for full credit. For example, if the scholar has a two-day excused absence, they have two days to make up their work for full credit. If the absence is unexcused, homework will be treated as incomplete, which brings academic disciplinary penalties.
- *If a scholar does not hand in a piece of homework*, he or she receives one demerit and must make it up by the next day or receive the same penalty.
- *If a scholar has done some of the homework but has not finished it*, he or she receives one demerit and must make it up by the next day or receive the same penalty.
- *If a scholar does not follow direction on homework* (such as underlining when the directions say circle) *he or she* receives one demerit and must make it up by the next day or receive the same penalty.

- *Students whose homework is regularly incomplete* may be assigned to do homework alone at lunch and/or be asked to stay after school.

Not completing homework is the *number one* reason why students fail in high school.

Typically, students who do not complete homework will also not do well on tests and quizzes.

## Independent Reading

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- *Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ.* The students who read a lot outside of school are the students who are the best readers and who score highest on reading tests.
- *Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading and to handle easily the large amount of reading assigned in college.*
- *Although Sci Academy students have high-quality reading time during school, they must READ, READ, READ at home every night and weekend and during any vacations from school.* Parents/guardians should make sure to supervise their child in reading at least 30 minutes every night and every day on the weekends. Parents will sign off on this each night in addition to homework assignments.
- *It would be especially helpful to ask your child about her/his reading* and occasionally to have the child summarize what he or she has just read (ex. "What's it about? Do you recommend it? Why or why not? How do you predict it will end?").
- *Please do not sign your child's independent reading log if you have not actually seen him or her read.* Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.

## SMAc Bucks

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The "SMAc" in SMAc Bucks stands for **S**cience and **M**ath **A**cademy. The SMAc Bucks program reflects our desire always to reward students for excellent behavior. At Sci Academy, "being good" is not just something that keeps you from punishment—it earns you rewards.

Each Sci Academy student can earn **10 SMAc Bucks for each day** in which s/he upholds our core values without any receiving disciplinary notes. The SMAc Bucks will be awarded in the form of gift certificates to a variety of stores and privileges on a regular basis. The average number of SMAc Bucks a student receives in a week or a day will also determine her or his eligibility for school trips and prizes.

There will also be opportunities throughout the year for students to earn bonus SMAc Bucks for behavior that exemplifies our values of achievement, perseverance, respect, enthusiasm, and teamwork (for example – shout-outs at Value Village, awards at Friday Celebrations, receiving the fewest demerits each trimester, random acts of kindness).

However, students can lose SMAc Bucks each week by acquiring demerits and other disciplinary notes (see next section, “Discipline” for how scholars acquire these).

**For each week:**

\* 0 demerits = Lose 0 SMAc Bucks

\* 1 demerit = Lose 2 SMAc Buck

\* 2 demerits = Lose 4 SMAc Bucks

\* 3 demerits = Lose 6 SMAc Bucks

\* 4 demerits = Lose 8 SMAc Bucks

\* 5 demerits = Lose 10 SMAc Bucks

\* 6 demerits = Lose 12 SMAc Bucks

\* 7 demerits = Lose 14 SMAc Bucks

\* 8 demerits = Lose 16 SMAc Bucks

\* 9 demerits = Lose 18 SMAc Bucks

\* 10 demerits = Lose 20 SMAc Bucks

\*Academic Violation = Lose 20 SMAc Bucks (loss is not *additional* if student earns AV from accruing 10 demerits)

\*Cheating Violation = SMAc Bucks deduction chosen by Principal

Students with an absence that qualifies as excused will receive their 10 SMAc Bucks for the day missed if and only if they complete all their missed work within 48 hours of their return to school. This work must be signed off as complete by all of those students’ teachers.

Students can save SMAc Bucks from one year to the next. However, SMAc Bucks are not transferable from one student’s account to another student’s account. If a student is expelled or withdraws from the school, all SMAc Bucks are forfeited.

No Bonus SMAc Bucks can be earned in a week where a student commits an Academic, Cheating, or Safety violation.

## Discipline

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Our approach to discipline is rooted in a belief that the learning environment is sacred. At Sci Academy, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have tremendously high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our faculty uses a variety of strategies to promote positive behavior and to correct problem behaviors. We use positive reinforcement whenever possible, doing our best to “catch students doing the RIGHT thing.” We recognize and celebrate student successes in between classes in brief hallway shout-out meetings and weekly at our Friday Celebrations. Students are honored for positive behavior and good character at every opportunity and families will always be made aware of these triumphs.

We also use consequences and a problem-solving approach to help students fix behavior problems. If students misbehave, they will lose certain privileges (i.e. socializing at lunch, or participation in school trips or extracurricular activities). Students may also receive specific consequences, including:

- 1) Demerits (for minor infractions)
- 2) Academic Violations (AV) (for more serious infractions or after 10 demerits)

- 3) Suspensions (*see “Procedures for Suspension” at the back of this handbook*)
- 4) Safety Violations (for major behavior incidents that threaten student or staff safety or well-being)
- 5) Recommendation for Expulsion (*Students may be expelled EITHER for accruing **eight** Academic Violations, **three** Cheating Violations, or for committing **one** Safety Violation; see “Procedures for Expulsion” at the back of this handbook*)

A more detailed description of unacceptable behaviors and consequences is as follows:

## **CODE OF CONDUCT**

The Sci Academy Code of Conduct contains seven parts. They are:

- I. Non-Negotiables.
- II. Demerits
- III. Academic Violations
- IV. Cheating Violations
- V. Safety Violations
- VI. Detentions
- VII. Additional Consequences from Faculty and Staff

### **I. Non-Negotiables**

**In order to maintain our high standards and foster an effective learning environment, Sci Academy scholars must:**

1. **Attend school daily. Arrive on time and remain at school for the entire day.**
2. **Respect all members of the Sci Academy community.**
3. **Take responsibility for the safety and well-being of yourself, your peers, and your teachers.**
4. **Be focused on learning and take active notes throughout every class.**
5. **Arrive on time to each class and be seated and silently working on their “Do-Now” when the last bell rings.**
6. **Follow the Sci Academy School dress code.**
7. **Be prepared for every class by arriving with the necessary tools to effectively participate.**
8. **Respect the building and all community property.**
9. **Turn off and put away all electronic devices before entering school.**
10. **Complete all assignments with academic honesty and integrity**

### **II. Demerits**

In order to ensure a high level of consistency the following consequences will apply when the 10 Non-Negotiables are not upheld. Keep in mind that we reward good behavior through the SMAc Buck system (as described in the Sci Academy school handbook) and penalize poor choices through demerits described below. (Please note that these are examples and that staff and faculty discretion will be used as needed.)

**Demerits are given for misbehaviors that diminish the culture and community of Sci Academy. While some of these behaviors may seem minor, we must prevent them because their combined effect would reduce the overall quality of education at Sci Academy.**

**Twelve demerits will automatically convert to one Academic Violation.**

**Behavior that will Result in One Demerit (and loss of Two SMAC bucks):**

- **Bags** – Wearing bags in class or laying them on the floor or table (drawstring bags are allowed but must be placed on back of chairs.) This is a fire code violation.
- **Unprepared; Incomplete homework** – Not having a pencil, paper, notebook, textbook, novel or other materials required by teachers and not returning forms on time or not having report card/progress reports/assessments signed.
- **Dress Code Violations** – Please note that scholars must be in proper dress code in order to enter Sci Academy any day, any time and for any reason. *(Please see section on Dress Code for additional consequences.)*
- **Poor SPARK-ing** – Not sitting up straight and attentive in class, lack of eye contact with speakers, individual instances of head down or leaning back in chair, distracting gestures, non-responsive participation
- **Food, Drinks, or Candy** – Eating/drinking anywhere except during lunch
- **Gum Chewing**
- **Not Cleaning; Littering** – Not cleaning tables (applies to in the classroom or after any off or on campus lunch)
- **Cell phone or other electronic device audible or visible** *(Additional consequences – staff will confiscate the item for seven days for the 1<sup>st</sup> offense, 30 days for the 2<sup>nd</sup> offense and until the end of the school year for the 3<sup>rd</sup> offense. Parents or guardians will **not** be able to retrieve confiscated phones or other devices before the required number of days has passed.)*
- **Not using pass correctly** – In the hallway without a pass, wandering or taking too long with pass; not filling out pass correctly or completely
- **Inappropriate or unsafe behavior when entering or leaving school** – Unsafe or inappropriate behavior in parking lot or on the street, on or off school grounds, putting pedestrians/vehicles at risk

**Behavior that will Result in 2 demerits (and loss of Four SMAC bucks):**

- **Tardy** (to school, to class, etc.) – This includes not seated doing “Do Now” when the bell rings *(additional consequences as outlined in Code)*
- **Visible or Audible Display of Negative Attitude or Disrespect for Staff or Students** – This may include, but is not limited to, eye-rolling, teeth-sucking, laughing at inappropriate times, groaning, etc. **More severe instances of disrespect will lead to an Academic Violation** (see below).
- **Use of Inappropriate Language** that is not intended to insult or degrade others.
- **Talking to/distracting students on punishment**
- **Inattentive or Wasting time** - Not working on class work or taking notes, uncooperative or disengaged in groups; not following directions, not paying attention to assignment or teacher/tutor, etc.
- **Disrespecting Property** – This may include, but is not limited to, unauthorized touching or use of computers or other school equipment, touching thermostats, lights, or light switches, writing on tables in pencil, writing non-academic words on white boards, misusing paper or writing implements, and general inattentiveness to others’ property or one’s own school supplies.

**Behavior that will Result in 3 demerits (and loss of Six SMAC bucks):**

- **Unexcused Absences** - Also results in a **six hour** detention for each day missed, zero for all missed work, loss of participation in any extracurricular activity on that

day, and a parent conference to discuss the absence and to create ways to avoid absences in the future. **Skipping class or any previously scheduled school activity after school or on the weekend is considered an unexcused absence.**

- **Potentially Dangerous Behavior** – This may include horsing around, yelling or running in the halls, throwing paper, etc.
- **Disrupting the Learning Environment** – Any disruptive behavior that does not result in an office referral.

### **III. Academic Violations**

Academic Violations are given for behavior that interferes with student learning and threatens to harm the overall learning environment at Sci Academy. When a scholar receives an Academic Violation, it should serve as a stern warning that the scholar's behavior is in direct conflict with the values and goals of the school, and that continued misbehavior may indicate that the scholar does not belong at Sci Academy.

**Scholars who accrue eight academic violations have repeatedly chosen to behave in an inappropriate manner that interferes with learning and will be recommended for expulsion.**

Academic Violations are given for:

1. **Disrespectful actions toward ANY member or members of the school community, including:**
  - a. "Talking back to," ignoring, or walking away from staff or faculty members
  - b. Rude comments, profane language, calling another member of the community by an inappropriate name, disrespectful comments to others, or speaking negatively about community members behind their backs
  - c. Outright or obvious displays of contempt for activities of the school day
  - d. Any other insubordinate or disrespectful behavior
2. **Disrespecting property** – Destroying, damaging, or defacing anything belonging to others or to the school, including defacing books, writing graffiti, etc. Because bathrooms are places where scholar privacy is respected, harming bathroom property is considered especially disrespectful of our community.
3. **Fighting, play-fighting, rough-housing, inciting violence, any behavior, regardless of intent, such as play fighting, pushing, tripping others, etc. that may lead to injury.** Please note that inciting violence refers to any student's actions wherein a student physically moves toward or speaks to a violent encounter without taking clear actions to stop it (i.e. telling students to stop, telling an adult).
4. **Threatening/harassment.**
5. **Lying to or intentionally deceiving** a staff or faculty member; not reporting to office.
6. **Disrupting the learning environment.**
7. **Any behavior that that leads to a scholar being asked to leave class and report to the office.**
8. **Receiving 12 demerits cumulatively.**

**Scholars sent to the office automatically receive an Academic Violation.**

- There does not have to be a warning before this happens.
- In the front office, scholars will reflect and discuss the situation that led to the

Academic Violation through a conversation with an Administrator.

- When deemed necessary, a follow up discussion between the scholar and the person who issued the Academic Violation will take place before the end of the day and will be facilitated by the Principal.

This policy exists because we value our scholars' achievement and drive toward college, which is directly connected to classroom time. We will not disrespect our scholars and families by allowing classroom time to be wasted by scholar misbehavior.

## **How Academic Violations Can Become Expulsions**

### **Level One**

One (1) Academic Violation will result in:

- A parent call from, and/or parent meeting with the faculty member who gave the AV
- Three hour detention (if the AV is acquired from 12 demerits, the detention hours will NOT be additional to the three hours earned from the 12 demerits).
- Missing school events, trips, or activities on the day the AV is given

### **Level Two**

Four (4) academic violations in a school year will result in:

- A mandatory parent meeting or phone conference, during which a CONTRACT will be reviewed and signed by scholar, parent, administrator and tutor.
  - The contract will affirm that the parents and scholar acknowledge that the scholar has reached **level two** in the expulsion process.
  - After signing the contract, the parents and scholar will receive a copy of the contract which states that with four (4) additional academic violations, the scholar will be recommended for expulsion from Sci Academy.
  - Scholar will not be able to attend school trips (including but not limited to overnight trips).

### **Level Three**

When a scholar receives eight (8) academic violations in a school year, it is evident that the scholar has not positively responded to the meetings, contract, and repeated efforts to keep her/him in the Sci Academy community. Consequently, there will be a meeting to initiate the Principal's recommendation for **expulsion**. (The expulsion procedure is outlined under "Procedures for Expulsion.")

## **IV. Cheating Violations**

Violations in this category threaten our ability to successfully fulfill our vision of college success. Cheating violations represent actions in which scholars receive *or give* unauthorized help on any assignment. Committing a cheating violation represents an act of academic dishonesty – essentially scholars are lying about the work that they or others are completing. Without academic honesty, we cannot be sure if scholars are making actual academic progress towards our learning goals.

### **Examples of cheating include:**

- a. Any indication of copying another person's work during an exam, during any other assessment, or while completing an assignment including homework;

- b. allowing someone to copy work on an exam, quiz, assessment or assignment;
- c. using any unauthorized materials not specifically approved by the instructor during any exam or for any academic assignment; including but not limited to the use of spark notes, cliff notes, grade saver and classic notes;
- d. collaborating on any group or individual assignment without the direct permission of the instructor;
- e. altering a graded work after it has been returned, then submitting the work for re-grading;
- f. stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor;
- g. intentionally continuing work on an exam or assignment after the allocated time has elapsed;
- h. citing a source that does not exist, attributing to source ideas and information that are not included in the source, or citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper;
- i. inventing data or statistical results to support conclusions.

**Examples of plagiarism include:**

- a. copying another scholar's work and submitting it as one's own work;
- b. using any other person or organization to prepare work and then submitting it as one's own;
- c. quoting or paraphrasing the thoughts of another writer without acknowledgement;
- d. copying and using information from websites or other sources without properly citing the source;
- e. copying and using significant amounts of information from websites or other sources with the intent it be considered one's on own work;

**Procedure for cheating violations:**

1. The staff member will initially meet with scholar re: the potential cheating violation.
2. If the staff member deems necessary, the Principal will meet with the scholar(s) and the staff member to discuss the circumstances.
3. Principal will communicate with parents as soon as possible to let them know the process and to allow them an opportunity to come in to meet and discuss the situation.
4. Principal will determine if the scholar(s) is responsible for a cheating violation and what the appropriate consequence should be using whatever evidence is available.
5. The consequence and violation will be recorded and scholar's tutor, teachers and family will be informed.

**Consequences for cheating or plagiarizing:** Final consequences are at the discretion of the principal. The history of a scholar's cheating violations, the circumstances surrounding the cheating violation and whether the scholar was forthright and honest about the violation will be taken into consideration. Each offense remains with the scholar until graduation. A new academic year does **not** erase previous offenses. *When a scholar reaches three cheating violations, scholars may be recommended for expulsion.*

**Any offense *will* result in all of the following consequences:**

Zero for the assignment  
 Letter in permanent school file  
 Saturday detention

Parent meeting

A letter of apology written by scholar to teacher and to class and/or on why *cheating hurts the community and the scholar* to be read and placed in scholar's file.

**A second *will* result in the following additional consequences:**

F (Grade of 59) for the course for the trimester (only if grade earned is above a 59)

Suspension from school until a parent meeting is convened

**A third or subsequent offense *may* result in the following additional consequences:**

Fail (Grade of 59) course for the year (only if grade earned is above a 59)

Suspension from school until a parent meeting is convened

Automatically repeat the year

Recommendation for expulsion

## **V. Safety Violations**

Sci Academy has a zero-tolerance policy for Safety Violations. Violations in this category threaten the safety of anyone in the Sci Academy community and the community environment, making it impossible for anyone's learning to proceed as successfully as it did before the violation occurred.

**Safety violations result in immediate severe consequences and they are the only type of violations that may lead immediately to a recommendation for expulsion. Police may also be notified when the situation warrants it.**

Examples (the following is not a comprehensive list):

- Fighting or unwanted physical contact
- Using or possessing a weapon (automatic expulsion)
- Arson (automatic expulsion)
- Setting off false fire alarms or safety shower (automatic expulsion)
- Threats
- Sexual/racial harassment
- Theft
- Graffiti, defacement, or damage to the building or community or its contents
- Smoking or possession of tobacco
- Possessing, using, selling or transferring drugs/alcohol (automatic expulsion)

**Possible Consequences of Safety Violations:** (not limited to one and may include a combination of most)

- Expulsion
- Suspension
- Loss of SMAc Bucks
- Community Service
- Letter of apology to community to be read at community assembly
- Parent Meeting
- Contract

## **Important Notes on Violence**

- Sci Academy does *not* distinguish between play fighting and actual fighting, *nor* is it ever concerned with who *started* a fight. In other words, if a scholar is “goofing around” in a play fight that s/he did not even initiate, s/he will be treated as if s/he is a participant in an actual fight (a Safety Violation). Scholars are therefore required to be safe and keep their bodies to themselves. It is crucial that parents/guardians support the school on this issue, so we encourage everyone to share any concerns with the school upfront.
- Sci Academy believes that all students are responsible for their own actions—we all choose what we do. Sci Academy therefore is never concerned with who *started* a fight. Because we are not in a dark alley, but in a safe, structured college-prep environment, there is never any need for a student to “defend her/himself” with violence. Ignoring attempts at violence and/or seeking an adult’s help are our *only* options at Sci Academy and are encouraged and rewarded; “fighting back” is *not* an option and will carry the same penalties as any other individual involved in the violence.
- Sci Academy does not tolerate the actions of those who stand by to watch a fight or “egg it on” with words or gestures. Such actions are labeled “inciting violence,” and are punishable with AV’s and stricter penalties. The only acceptable actions in the vicinity of a fight are 1) telling the participants to stop and/or 2) getting an adult to intervene.

### Important Notes on Cell Phones

Sci Academy recognizes that we live in a time period in which our senses are raised to safety and security, especially in travel situations. Some parents may desire to send their children to school accompanied with a cell phone to facilitate communication between home and school and during transit. Parents must recognize that Sci Academy strives to build an environment that is free of distraction. Cell phones must be powered off and placed out of site and out of use during the school day. At no time during the school day may scholars use their phones and **they may not even be visible or audible *anywhere* on campus unless permitted and supervised by a staff member.** Parents wishing to communicate with their child during the school day may leave a message with the Office Manager who will in turn pass it on to the scholar. Scholars not in compliance with this policy will have their phones confiscated:

- *staff confiscating the item for 7 days for the 1<sup>st</sup> offense*
- *30 days for the 2<sup>nd</sup> offense*
- *Until the end of the school year for the 3<sup>rd</sup> offense*

Phones will only be returned to a parent/guardian and only after the confiscation period is over. It is extremely important that we have parents’ support on this issue and therefore we encourage parents to voice as many concerns about the issue as possible upfront.

### VI. Detentions

**All Demerits lead to detention:** Scholars who accumulate 4 or more demerits will have to serve detention.

Number of demerits:	Consequence:
4 demerits	1 hour of detention
8 demerits	2 hours of detention
12 demerits	3 hours of detention (+ AV)

If scholars begin to accumulate more hours of detention than can be served in the corresponding weekend, future hours will be tallied and scholars will be expected to complete all hours before being promoted to the next grade.

### Expectations for Detention:

- Scholars serve detention in silence unless otherwise specified.
- Scholars are expected to read and/or do schoolwork and/or do community service around the school, such as cleaning or other chores.
- Scholars must refrain from any communication including passing notes.
- Scholars may not sleep.
- Scholars must bring all necessary work materials to detention.
- Laptops or any electric devices may not be used in detention.
- Tutoring cannot replace detention. Saturday detention may replace Friday detention when tutoring presents a Friday conflict.
- Failure to observe any of the detention rules will result in additional or lengthened detention, parent conference, and/or suspension.
- Skipping detention carries the same consequences as skipping class or school. For example, a scholar who skips a detention gets 6 extra hours of detention and must have a parent conference before re-entering school.

### How scholars know if they have detention:

1. The names of scholars with detention are posted and scholars are notified everyday.
2. Parents will be notified if their child has detention.
3. **It is always the scholar's responsibility to check the list every morning!**

### Friday Detention:

- Runs from 1:00 pm – 4:00 pm depending on how many hours a scholar must serve. Those with more than three hours to serve will be required to come in for Saturday detention.
- Scholars must arrive in **Sci Academy School dress code**.
- The Code of Conduct applies during detention and if a scholar misbehaves he/she will be given one warning and then asked to leave detention and given an Academic Violation. *(consequences specified on page 16)*
- **All** scholars who have Friday detention **should** arrive by 1:00 p.m.; they **must** be seated with something to read or do as homework in the Detention Room by 1:05 pm.
- If a scholar is up to 10 minutes tardy to Friday Detention, the scholar must **serve triple time** (i.e. the 10 minutes they missed and 20 additional minutes for a grand total of 30 minutes). The scholar will also receive 2 demerits for being tardy.
- If scholar is later than 10 minutes, there are no exceptions or excuses, the scholar will **not** be admitted to detention, will be sent home and will receive an unexcused absence.

### Saturday Detention:

- Saturday detention begins promptly at 9.00am and runs until noon.
- Scholars must arrive in **Sci Academy School dress code**.
- The discipline code applies during detention and if a scholar misbehaves he/she will be given one warning and then asked to leave detention and given an Academic Violation. *(consequences specified on page 16)*
- If scholar is up to 10 minutes tardy to Saturday Detention, the scholar must **serve triple time** (i.e. the 10 minutes they missed and 20 additional minutes for a grand total of 30

minutes). The scholar will also receive 2 demerits for being tardy.

- If scholar is later than 10 minutes, there are no exceptions or excuses, the scholar will **not** be admitted to detention, will be sent home and will receive an unexcused absence.

If a scholar has a Friday or Saturday religious obligation, the administration must be notified by the second week of school. If there is a family obligation or emergency a parent must call the Principal, to ask permission to reschedule their child's detention, prior to when the scholar is scheduled to serve detention. Failure to notify the Principal will result in an unexcused absence and a mandatory parent meeting before the scholar can return to school. Principal's cell phone number: 504-287-5400.

## **VII. Additional Consequences from Faculty and Staff**

At Sci Academy, faculty and staff actions determine the climate of the classroom and hence of the school. As good educators have different disciplinary styles, the exact nature of an educator's consequence may vary, but will always be in compliance with the discipline code you see above. Possible consequences include time-outs in the hall, moving scholars' location within the classroom, one-on-one conferences with scholars, and phone calls home to scholars and their parents/ guardians.

The Principal is the point person on discipline issues, working closely with teachers, families, and students to help them learn and grow. The Principal has the authority to decide on the appropriate consequences for student behavior. The Principal may solicit parent/guardian input in certain situations but retains all decision-making authority.

A summary of the more common disciplinary actions follows on the next page.