



EXCEPTIONAL LEARNERS

## School Rules and Policies Handbook

### Exceptional Learners

#### Welcome to **Exceptional Learners!**

Our mission is to provide a safe, respectful, and nurturing environment where every student can excel academically and socially. This handbook outlines the essential rules and policies designed to promote a positive school community.

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#### 1. Respect Others

- Treat all members of the school community with kindness, courtesy, and respect.
- Use polite language and listen attentively when others are speaking.
- Refrain from teasing, bullying, harassment, or any form of inappropriate behavior.

#### 2. Follow Directions

- Listen carefully and follow instructions given by teachers and staff.
- Act promptly and appropriately when prompted.
- Raise your hand if you need assistance or wish to contribute.

#### 3. Respect School Property

- Handle school property, including books, furniture, and equipment, with care.
- Keep the school clean and free of vandalism.
- Report any damage or concerns to staff immediately.

#### 4. Dress Code

- Wear neat, clean, and appropriate clothing suitable for a school setting.
- Avoid clothing with offensive images, messages, or inappropriate language.
- Shoes should be safe and suitable for all activities.
- School attire should promote a focused learning environment.

#### 5. No Cell Phone Use & No Cell Phones on School Grounds

- **Cell phones must be turned off and kept out of sight during school hours.**
- Use of cell phones or electronic devices during classes or on school grounds is strictly prohibited unless authorized by staff for educational purposes.
- Violations may result in confiscation of devices, with return policies determined by school administration.

#### 6. Chewing Gum and Food

- Chewing gum is not permitted inside classrooms or indoor areas to maintain cleanliness.
- Food and snacks should only be consumed in designated areas like the cafeteria or outdoor spaces.

#### 7. Academic Integrity: No Cheating

- Complete all assignments independently and honestly.
- Do not copy or plagiarize others' work.
- Cheating, plagiarism, or submitting work that is not your own will result in disciplinary action.

#### 8. Use of Technology

- Use school devices responsibly and solely for educational purposes.
- Personal electronic devices should be turned off and stored away unless explicitly permitted by staff.
- Respect digital safety and privacy policies at all times.

#### 9. Punctuality and Attendance

- Arrive on time for school and all classes.
- Inform the school in advance of any absences.
- Regular attendance is essential for academic success.

#### 10. Safety Procedures

- Follow safety protocols during drills, emergencies, and activities.
- Keep hands, feet, and objects to yourself to prevent accidents.
- Immediately report safety concerns to staff.

#### 11. Behavior During Transitions

- Walk calmly and quietly in hallways and common areas.
- Respect designated spaces and wait your turn patiently.
- Maintain order during class changes and moving around the school.

#### 12. No Inappropriate Behavior & Sexual Harassment

- No shouting, yelling, or disruptive behavior that interferes with learning.
- Any form of sexual harassment or inappropriate conduct is strictly prohibited and will result in severe disciplinary action, including possible expulsion.
- Respect personal boundaries and maintain a peaceful environment.

#### 13. No Fighting or Bullying

- **Fighting and bullying are strictly prohibited.**
- Students involved in fights or bullying may face immediate suspension or expulsion.
- Our school promotes kindness, inclusion, and conflict resolution through restorative practices.

#### 14. No Drugs, Alcohol, or Tobacco

- The possession, use, or distribution of drugs, alcohol, or tobacco on school property is forbidden and will lead to severe disciplinary measures, including expulsion.

## Rewards and Consequences

### Rewards for Positive Behavior

- Verbal praise and acknowledgment by staff.
- Certificates, awards, and recognition assemblies.
- Classroom privileges and special responsibilities.
- Incentive programs such as tokens or points redeemable for rewards.

### Disciplinary Actions for Rule Violations

The school follows a progressive discipline approach, with the most severe consequences reserved for serious infractions:

- **Verbal Warning:** Initial correction and reminder of rules.
  - **Behavior Reflection:** Student reflects on actions through discussion or written assignments.
  - **Loss of Privileges:** Temporary removal of privileges such as recess or participation in activities.
  - **Parent Contact:** Communication with parents or guardians to address concerns.
  - **Behavior Intervention Plans:** Tailored support for persistent behavioral issues.
  - **Detention or In-School Suspension:** For repeated or serious infractions.
  - **Out-of-School Suspension:** Severe misconduct may result in suspension, following district procedures.
  - **Expulsion: Automatic expulsion** for serious violations including fighting, bullying, drug possession, or sexual harassment.
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### Additional Policies

#### 1. Automatic Expulsion for Serious Infractions

- Fighting and bullying, especially physical altercations or harassment, will result in immediate expulsion.
- Possession or use of illegal substances will lead to expulsion.

- Sexual harassment or inappropriate conduct will lead to immediate expulsion and potential legal action.

## 2. Restorative Practices

- The school encourages restorative justice approaches to resolve conflicts and rebuild trust among students.

## 3. Confiscation of Prohibited Items

- Items such as cell phones, drugs, or weapons will be confiscated immediately and may be returned only to parents or guardians.
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## Conclusion

At **Exceptional Learners**, we are committed to fostering a positive and safe environment for all students. Adherence to these rules ensures everyone's rights are protected and that our school remains a place of learning, growth, and respect.

**Thank you for your cooperation and commitment to making Exceptional Learners a great place to learn and grow!**