

**BELL SCHEDULE**

Each school will provide a separate bell schedule for their starting and ending times and class schedule.

**BREAKFAST AND LUNCH**

All students eating breakfast in the school cafeteria must remain in the cafeteria until they have completed their meal. All students are entitled to have access to a lunch period. When students are dismissed for lunch, they are to proceed to the cafeteria in a quiet, orderly and polite manner. All students must eat their lunch in the cafeteria unless they brought their lunch to school. Students are not to loiter in the cafeteria after they have eaten, except for during bad weather. Each student must take care of his/her own trash, tray, plate, etc. and must follow all cafeteria regulations. No soft drinks will be allowed in the cafeteria during lunch. Upon leaving the cafeteria, students must remain in designated areas and **may not leave campus**. All students are entitled to a free breakfast and lunch in the school cafeteria.

**BULLYING- Policy Prohibiting Bullying, Cyber Bullying, Intimidation, and Hostile or Offensive Conduct**

Policy ACA – (1) Adopted: 9/23/09; Amended: 8/26/10; 3/10/11; 04/28/2011. CROSS REF.: A-0300/ACA - Sexual Harassment; JI- (1) – Policy on Electronic Communication Devices, and J4611/JKR – Student Discipline.

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which students are safe from bullying, violence, stalking, threats, name-calling, intimidation, and unlawful harassment.

**A. Definitions**

1. "Unlawful harassment" means verbal or physical conduct based on a student's actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment of students and hazing are addressed by separate Board policies. See Policy A-0300-ACA.
3. "Bullying" or "intimidation" means intimidating or offensive verbal or physical conduct toward a student, including through electronic media, when such conduct is habitual or recurring, including, but not limited to, verbal or physical confrontation, threats, stalking and name-calling.
4. "Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.
5. "Name-calling," means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student's actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature.

**B. Prohibitions**

1. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, unlawful harassment, intimidation, assault, battery, extortion, robbery,

photos, and images being further disseminated through e-mail and internet-based social networking websites well beyond their original intended recipients. The images contained in any message, photo or image can depict real images or animation under this definition.

7. "Sexually Explicit" is defined in this Policy as actual or simulated sexual intercourse, whether between persons of the same or opposite sex or the lascivious exhibition of the genitals or the exhibition of the socially-accepted private or public area of any person, including the female breasts and buttocks or substantial portion of the body part. Under this definition, the individual or individuals depicted in any image need not be naked, but the individual must be in some state of being unclothed.

### C. Prohibitions

1. Students shall not use a remotely activated paging device or portable telephone or ECD while on school property and while attending a school-sponsored academic activity on or off school property or off campus in a manner that is disruptive of the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, ECDs in the possession of a student shall be used only as set forth in this Policy. The school administrator may grant written permission for the use of such a device by a student if the student or his/her parent or guardian establishes, to the satisfaction of the administrator, that a reasonable basis exists for the use of the device.
2. Under no circumstances shall students use or access an ECD during assemblies, emergency drills or other school evacuations.
3. During periods of testing and other student-evaluations, teachers and/or school administrators may request that students remove all devices from their possession, either by placing them in their backpack or placing them outside the direct possession of the student during the testing. Any use of an ECD during testing will be considered cheating and will be addressed accordingly. Please refer to Board Policy J4611, Academic Dishonesty.
4. Sexting is considered inappropriate for the school setting and therefore strictly prohibited on school grounds, at any and all school-sponsored events or at other times when such conduct causes or is reasonably anticipated to cause disruption of the educational setting whether occurring on or off campus. The sending, sharing, viewing or possessing pictures, e-mails or other material of a sexual explicit nature (sexting) in electronic or any other form on a cell phone or other ECD is strictly prohibited in the school setting. In some cases, Sexting is Sexual Harassment or Bullying and will also be addressed under those Policies. Please refer to Board Policy ACA, Student Sexual Harassment, Board Policy ACA, Employee Sexual Harassment and/or Board Policy ACA, Bullying, Cyber Bullying, Intimidation, and Hostile or Offensive Conduct.