

**Student Code of Conduct**

All students are expected to conform to the Student Code of Conduct and are subject to the School's disciplinary process when they fail to do so.

**Progressive Discipline**First Level Offense

1. Teacher explains or reviews class and School rules and warns the child of possible consequences.
2. Teacher applies appropriate consequences, including warnings, changing seats, time-outs and other restrictions.

Second Level Offense

3. Teacher applies appropriate consequences, including warnings, changing seats, longer time-outs and other restrictions, or removal to administration.
4. Teacher personally communicates the problem(s) with the child's parent(s).
5. Teacher sends a written referral to the office.

Third Level Offense

If actions taken at Levels 1 – 2 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Principal may suspend the student from School, not to exceed ten School days.

Fourth Level Offense

If actions taken at Levels 1 -3 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Principal may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy No. 273.

<b>INFRACTION</b>	<b><u>DEFINITION</u></b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publications, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2 disciplinary action and must resubmit assignment	Level 3 disciplinary action and must resubmit assignment	Level 4 disciplinary action and must resubmit assignment
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Assault	Unlawfully causing any physical injury.	Level 3 or 4 disciplinary action plus police charges	Level 3 or 4 disciplinary action plus police charges	Level 4 disciplinary action plus police charges
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Damage/Destruction of Property	Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).	Level 2 disciplinary action plus restitution	Level 3 disciplinary action plus restitution	Level 4 disciplinary action plus restitution
Display of Affection	Any physical display of affection between students is prohibited.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Dress Code Violations	[Insert School's Dress Code] See also Policy No. 263 Dress and Grooming.	Level 1 or 2 Parent may have to bring uniform	Level 1 or 2 Parent may have to bring uniform	Level 3 or 4
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval on School property between the hours of 8:00 a.m. to the conclusion of School. See also Policy No. 232 Technology and Internet Acceptable Use.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 3 or 4 disciplinary action.	Level 3 or 4 disciplinary action.	Level 3 or 4 disciplinary action.

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Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student. See also Policy No. 264.3 Gang Activity Policy.	Levels 1 to 3	Level 3 or 4	Level 4
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy. See also Policy No. 264.2 Anti-Hazing Policy.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 1	Level 1
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.	Level 3 or 4 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning. See also Policy No. 264.3 Gang Activity Policy.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community.	Level 2 or 3 disciplinary action.	Level 3 disciplinary action.	Level 3 or 4 disciplinary action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1, 2, or 3 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.) See also Policy No. 264.1 Anti-Harassment, Intimidation, and Bullying Policy.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Knife	Bringing a knife to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Littering	Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.	Level 1 disciplinary action plus community service and/ or restitution	Level 2 disciplinary action plus community service and/ or restitution	Level 3 or 4 disciplinary action plus community service and/ or restitution
Loitering	Presence of an individual in or about a School under one or more of the following circumstances: <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for</li> </ul>	Level 2 or 3 disciplinary action plus community service/restituti	Level 3 disciplinary action.	Level 4 disciplinary action.

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	<p>presence.</p> <ul style="list-style-type: none"> <li>Does not have written permission from proper authority for presence.</li> <li>Refusal to identify self.</li> </ul>	on		
Lunch and Lunch Time Behaviors	<p>When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>Eating food outside the designated area or room</li> <li>Leaving without permission</li> <li>Littering</li> <li>Discourtesy (toward volunteers, other students or staff)</li> <li>Failure to remain seated and to clean up your space</li> <li>Talking too loud and/or inappropriately</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Lying	Intentionally giving untrue communication.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposed. See also Policy No. 232 Technology and Internet Acceptable Use	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarities/Profanity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1, 2, or 3 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.	Level 2 or 3 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.	Level 1, 2, or 3 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Safety	<p>Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Talking during safety drills</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

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	<ul style="list-style-type: none"> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Possession of or use of tobacco, alcohol, or drugs</li> <li>• Leaving the school building or grounds without permission</li> <li>• Any of the inappropriate playground behaviors listed above</li> </ul>			
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Policy No. 266 Drug Prevention	Level 3 or 4 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia. See also Policy 269 Use of Tobacco on School Premises	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
School Hall and Restrooms	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School Property	<p>Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>	Level 1 disciplinary action plus restitution	Level 2 disciplinary action plus restitution	Level 3 or 4 disciplinary action plus restitution
Failure to Follow Directions	The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

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	<p>teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.</p>			
Sexual or Other Harassment	<p>Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See also Policy No. 264 Sexual and Other Forms of Harassment</p>	Level 2, 3, or 4 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Social Behavior	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Tardiness	<p>To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule. See also Policy 251 Attendance/Tuancy/Withdrawal</p>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Technology Misuse	<p>See Policy No. 232 Technology and Internet Acceptable Use for unacceptable uses of technology/Internet.</p>	Levels 1 through 3	Level 3 or 4	Level 4
Theft	<p>Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.</p>	Level 1, 2, or 3 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	<p>School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>	Level 1 disciplinary action.	Level 1 disciplinary action.	Level 1 disciplinary action.
Transportation	<p>Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and</p>	Level 1, 2, or 3 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.

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	<p>policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Disrespectful behavior towards the driver or another student</li> <li>• Physical violence and/or abusive language (swearing)</li> <li>• Eating on the bus</li> <li>• Constant yelling or screaming (which could endanger the lives of others)</li> <li>• Failure to remain seated</li> <li>• Threatening behavior</li> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul> <p>See below, Transportation Discipline.</p>			
Trespassing	Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Policy No. 251 Attendance/Truancy/Withdrawal	Level 2 disciplinary action; possible referral to the Juvenile Court system.	Level 3 disciplinary action; possible referral to the Juvenile Court system.	Level 4 disciplinary action; possible referral to the Juvenile Court system.
Verbal altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	Level 1, 2, or 3 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.

Revised:

8/24/11



