

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

Innovation Charter High School (Innovation) seeks to cultivate a sense of mutual respect among students, parents and staff. With the cooperation of all members of our school community, students can reach educational excellence while enjoying a rich learning experience. This document serves as a guide for students as they strive to become college and career ready graduates. Responsible behavior by each student is the only way in which an effective learning experience can be preserved. Violation of some of these responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures. Full acceptance of responsibility with the exercise of rights will provide students with greater opportunity to serve themselves and society.

Students have a responsibility to:

1. Attend school regularly and punctually and make every effort to succeed in all areas of their education;
2. Be prepared for class with appropriate materials and properly maintain textbooks and other school equipment;
3. Follow school regulations regarding entering and leaving the classroom and school building;
4. Help maintain a school environment free of weapons, illegal drugs, controlled substances and alcohol;
5. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
6. Share information with school officials regarding matters which may endanger the health and welfare of members of the school community;
7. Respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others;
8. Show respect for school property and respect the property of others, both private and public;
9. Be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
10. Behave in a polite, truthful and cooperative manner toward students and school staff;
11. Promote good human relations and build bridges of understanding among the members of the school community;
12. Use non-confrontational methods to resolve conflicts;
13. Participate and vote in student government elections;
14. Provide positive leadership by making student government a meaningful forum to encourage maximum involvement;
15. Work with school staff in developing broad extracurricular programs in order to represent the range of physical, social and cultural interests and needs of students;
16. Observe ethical codes of responsible journalism;
17. Refrain from obscene and defamatory communication in speech, writing and other modes of expression, including electronic expression, in their interactions with the school community;
18. Express themselves in speech, writing and other modes of expression, including electronic expression in a manner which promotes cooperation and does not interfere with the educational process;
19. Assemble in a peaceful manner and respect the decision of students who do not wish to participate;
20. Bring to school only those personal possessions which are safe and do not interfere with the learning environment;

21. Adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, laboratories, enrichment activities and workshops;
22. Be familiar with the school Discipline Code and abide by school rules and regulations;
23. Provide leadership to encourage fellow students to follow established school policies and practices;
24. Keep parents informed of school-related matters, including progress in school, social and educational events, and ensure that parents receive communications that are provided by school staff to students for transmittal to their parents.

E-LEARNING STUDENT CODE OF CONDUCT

Student Code of Conduct

All Innovation students receiving direct instruction online are subject to all Discipline policies and this Student E- Learning Code of Conduct. As an e-learning student, there are rules and expectations regarding online etiquette in order to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. Some sites contain illegal, defamatory, inaccurate, or offensive information. With expanded access to electronic information, availability of inappropriate material is not uncommon. We value partnering with parents to teach responsible Internet use.

Please review the following rules and expectations carefully:

- **Students are responsible for proper behavior during e-learning.** Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **We take integrity and authenticity of student work very seriously.** Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.**
- **Safety and Security is a high priority.** If you identify a security and/or safety problem in the school's computers and/or educational platform, please notify Deans of Discipline: Danielle Martin or Patricia Rosado.

danielle.martin@innovationhighschool.org patricia.rosado@innovationhighschool.org

- **It is illegal to create harmful computer viruses.**
- **E-Learning correspondence is not private.** Never say, write, or record anything that will earn you a consequence.
- **Protect your passwords.** Keep it secret from anyone except your parents.

INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Innovation and, as such, is subject to disclosure to parents, administration or other third parties. Innovation expects both students and parents to abide by the school's Internet usage policy. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that

could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic is protected by law. **Abuse of Internet platforms and tools in violation of Innovation’s school policies will result in disciplinary action.**

Examples of prohibited behavior:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of Innovation, another organization, or person.
- Sending anonymous email messages.
- Disturbing the E- Learning Environment.
- Refusing to follow the rules of the specific E- Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
- Participation in Cyber bullying and/or Harassment.
- Cheating and/or Plagiarism.

BULLYING AND HARASSMENT POLICY

Harassment is prohibited between members of the school community, including communication of any form between students, parents, staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and retaliation. It is an expectation that all students and staff shall use all equipment and programs for the intended educational purpose. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the discipline department.

DRUG AND ALCOHOL POLICY

Innovation is a drug-free environment. The purpose of this policy is to ensure the safety of all students and to promote productivity. This policy applies to all students. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

You are “under the influence” if any substance:

- impairs your behavior or your ability to work safely and productively;
- results in a physical or mental condition that creates a risk to your own safety, the safety of others.

A quality academic environment is integral to your success. Your academic environment consists of both in class and virtual/online platforms. If a student is observed consuming one of the above substances or suspected of being “Under the Influence” appropriate action will follow.

ACADEMIC INTEGRITY POLICY

- Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student’s own work.
- When students submit an assignment that is not their own original work: Students earn credit for learning material for which they have not demonstrated mastery and they are violating the policies of the school. **(Plagiarism or Cheating)**
- Plagiarism - To steal and pass off (the ideas or words of another) as one’s own.
- Cheating- To influence or lead by deceit.

Examples of Integrity Violations:

Plagiarism:

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship

Cheating:

- To practice fraud or trickery to violate rules dishonestly.
- Providing questions/answers/ work to another student
- Receiving questions/answers/work from another student

Consequences of Violation of this Policy:

Final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted.

PARENT/GUARDIAN’S RESPONSIBILITIES

As a parent/guardian of a remote learning student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way. Parents should support Academic Integrity.

Parents/Guardians, as partners in supporting student learning, you are encouraged to:

- Ensure that their child’s work is authentic and original.
- Monitor, via your parent powerschool account.
- Ask any questions regarding plagiarism or cheating if they are not sure.
- Report any suspicious activity.

I have read and reviewed the E-Learning Code of Conduct and understand my responsibilities as an Innovation student and parent/guardian. I also understand that violation of this code can result in disciplinary action including and up to a recommendation for expulsion from the Discipline Department.

Student Signature and date:

Parent/Guardian Signature and date

DISCIPLINE MEASURES

Short-Term Removal and Suspensions (5 days or less)

All suspensions and removals from the classroom must be done substantively and procedurally in accordance with relevant school policies and procedures, State Education Law and Federal laws. The SST or other designee of the Principal may impose suspensions of less than six days for students committing discretionary infractions (Level 1-4 infractions).

A student (or his/her parent/guardian) who receives a short-term suspension (5 days or less) may request an informal conference with a member of the SST or SMT at which the student has the opportunity to present evidence and witnesses on his/her behalf and to question the school's decision to suspend him/her.

Due Process Procedures, Safeguards, and Appeals

The parent of a student who is considered for a suspension of five days or less shall receive, at the last known address, **written notification of the proposed suspension within 24 hours of the suspension's proposal.** To ensure receipt by the parent, delivery must be made by overnight courier or personally by an authorized representative of the school. If possible, a member of the Student Support Team or his or her designee will telephone the parent to communicate the content of the notice letter after it is sent. Innovation's Student Support Team will make reasonable and diligent efforts to notify the parents by telephone as soon as is reasonably possible, when a student is recommended for suspension. **Oral notification may only be used to supplement, not substitute, the requisite written notice.**

The written notice shall:

1. Describe the basis for the suspension;
2. Advise the parent of **the right to request an informal conference** with a member of the Student Support Team to discuss the incident giving rise to the discipline;
3. And inform the parent of his/her right to question witnesses against the student.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish. If the parent chooses to ask questions of the complaining witness(es), the parent must advise the school two days in advance of the conference date so that the school can make the witness(es) available; provided, however, that if the conference is scheduled less than two days from the date of the incident or conduct suspension for which

suspension is proposed, the parent must advise the school of the desire to question the complaining witness(es) as soon as practicable and in advance of the conference. If the student's parent intends to question a complaining witness who is a minor student, prior to the hearing day Innovation shall notify the parent of the complaining witness that his or her child may be questioned by the parent of the accused child at the informal conference.

After the conference, the Student Support Team shall advise the parents in writing of his or her **right to an appeal of the decision of the Student Support Team**. The appeal must be made to the Principal. All appeals to the Principal must be in writing and submitted to him or her within 10 calendar days of the date of the decision by the Student Support Team, unless the parents can show that extraordinary circumstances precluded them from doing so. The Principal will make his or her decision based solely upon the record before him or her.

After the conference, the Principal shall advise the parents in writing of his or her **right to an appeal of the decision of the Principal**. An appeal of the decision of the Principal may be made to the Board of Trustees, in writing to the Board President or Secretary, within 10 calendar days of the Principal's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Principal. **Final decisions of the Board may be appealed to the New York City Department of Education within 30 calendar days of the decision.**

Extended Removals and Suspensions (6-10 days)

All extended suspensions and removals from the school must be done substantively and procedurally in accordance with relevant school policies and procedures, State Education Law and Federal Laws. The SST or other designee of the Principal may impose extended suspensions for a variety of reason but usually for students who repeatedly commit discretionary infractions (Level 1-4 infractions).

A student (or his/her parent/guardian) who receives an extended suspension (6-10 days) is entitled to a formal hearing at which the student has the opportunity to present evidence and witnesses on his/her behalf and to question the school's decision to suspend him/her.

Due Process Procedures, Safeguards, and Appeals

The parent of a student who is considered for a suspension greater than five days shall receive, at the last known address, **written notification of the proposed suspension within 24 hours of the suspension's proposal**. To ensure receipt by the parent, delivery must be made by overnight courier or personally by an authorized representative of the school. If possible, a member of the Student Support Team or his or her designee will telephone the parent to communicate the content of the notice letter after it is sent. Innovation's Student Support Team will make reasonable and diligent efforts to notify parents by telephone as soon as is reasonably possible, when their student is recommended for suspension. **Oral notification may only be used to supplement, not substitute, the requisite written notice.**

The written notice, pursuant to N.Y. Education Law §3214(c) shall:

1. Describe the basis for the suspension;
2. Advise the parent of **the right to request a formal hearing** before a member of the Student Support Team to discuss the incident giving rise to the discipline;
3. Inform the student and his/her parent of his/her **right to counsel** and indicate the student's **right to question witnesses against the student at the hearing**;

The notice and formal hearing shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of

disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and formal hearing shall take place as soon after the suspension as is reasonably practicable.

The parent/student may bring an attorney to the formal hearing. At the hearing, the student, parents, or their attorney shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish. If the parent chooses to ask questions of the complaining witness(es), the parent must advise the school two days in advance of the hearing date so that the school can make the witness(es) available; provided, however, that if the hearing is scheduled less than two days from the date of the incident or conduct for which suspension is proposed, the parent must advise the school of the desire to question the complaining witnesses as soon as practicable and in advance of the hearing. If the student's parent or attorney intends to question a complaining witness who is a minor student, prior to the hearing day the student's attorney shall notify the parent of the complaining witness that his or her child may be questioned by the parent of the accused child at the formal hearing.

A member of the Student Support Team shall hear and determine the proceedings or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and issue subpoenas in conjunction with the proceedings before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Student Support Team. The report of the hearing officer shall be advisory only, and the Student Support Team may accept all or any part thereof.

After the hearing, the representative of the Student Support Team shall advise the parents in writing of his or her decision and the **right to an appeal of the decision of the Student Support Team**. The appeal must be made to the Principal. All appeals to the Principal must be in writing and submitted to him or her within 10 calendar days of the date of the decision by the Student Support Team, unless the parents can show that extraordinary circumstances precluded them from doing so. The Principal will make his or her decision based solely upon the record before him or her. The Principal may adopt, in whole or in part, the decision of the hearing officer.

After the decision is made, the Principal shall advise the parents in writing of his or her decision and their **right to an appeal of the decision of the Principal**. An appeal of the decision of the Principal may be made to the Board of Trustees, in writing to the Board President or Secretary, within 10 calendar days of the Principal's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Principal. **Final decisions of the Board may be appealed to the New York City Department of Education within 30 calendar days of the decision.**

SUMMARY OF DISCIPLINARY RESPONSES FOR DISCRETIONARY INFRACTIONS (LEVEL 1-4)

The following discipline responses must be imposed in accordance with all the procedural requirements of the school's policies and procedures governing behavior management.

<p>Suspension (5 days or less):</p> <p>The SMT and SST have the authority to suspend a student from school for 1-5 days when a student’s behavior presents a clear and present danger of physical injury to the student, other students or school personnel, or prevents the orderly operation of classes or other school activities.</p>	<p>Suspended students must be provided with alternate instruction including homework and classwork. Innovation must provide compensatory instruction to this student during the suspension.</p> <p>Students (or parents) may request an informal conference to question the suspension.</p>
<p>Extended Suspensions (6-10 days)</p> <p>The SMT and SST have the authority to suspend a student from school for 6-10 days when a student’s behavior presents a clear and present danger of physical injury to the student, other students or school personnel, or prevents the orderly operation of classes or other school activities.</p>	<p>A student who receives an extended suspension must be provided with the opportunity for a formal hearing at which the student has the opportunity to present evidence and witnesses on his/her behalf and to question the school’s witnesses. This hearing must take place before the extended suspension is executed. Innovation will provide compensatory instruction to this student during the removal.</p>

Long-Term Suspensions and Expulsion:

All long-term suspensions and expulsions from the school must be done substantively and procedurally in accordance with relevant school policies and procedures, State Education Law and Federal Laws. The SST or other designee of the Principal may impose removals or expulsions up to a year for students committing a number of discretionary infractions (Level 1-4) or a mandatory removal infraction (Level 5).

A student, who commits a Level 5 Infraction, poses a persistent threat to safety and security, or who is significantly or persistently disruptive to the learning environment, may be permanently removed from Innovation by expulsion. A student, who is recommended for an expulsion, must be provided with the opportunity for a formal hearing at which the student and his guardian has the opportunity to present evidence and witnesses on his/her behalf and to question the school’s witnesses. This hearing must take place before the long-term suspension is executed.

Due Process Procedures, Safeguards, and Appeals

The parent of a student who is considered for a suspension greater than five days or an expulsion shall receive, at the last known address, **written notification of the proposed suspension or expulsion within 24 hours of the suspension’s proposal.** To ensure receipt by the parent, delivery must be made by overnight courier or personally by an authorized representative of the school. If possible, a member of the Student Support Team or his or her designee will telephone the parent to communicate the content of the notice letter after it is sent. Innovation’s Student Support Team will make reasonable and diligent efforts to notify parents by telephone as soon as is reasonably possible, when their student is recommended for suspension/expulsion. **Oral notification may only be used to supplement, not substitute, the requisite written notice.**

The written notice, pursuant to N.Y. Education Law §3214(c) shall:

1. Describe the basis for the suspension or expulsion;
2. Advise the parent of **the right to request a formal hearing** before a member of the Student Support Team or an appointed hearing officer to discuss the incident giving rise to the discipline;
3. Inform the student and his/her parent of his/her **right to counsel** and indicate the student's **right to question witnesses against the student at the hearing**;

The notice and formal hearing shall take place before the student is suspended or expelled unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and formal hearing shall take place as soon after the suspension/expulsion as is reasonably practicable.

The parent/student may bring an attorney to the formal hearing. At the hearing, the student, parents, or their attorney shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish. If the parent chooses to ask questions of the complaining witness(es), the parent must advise the school two days in advance of the hearing date so that the school can make the witness(es) available; provided, however, that if the hearing is scheduled less than two days from the date of the incident or conduct for which suspension/expulsion is proposed, the parent must advise the school of the desire to question the complaining witnesses as soon as practicable and in advance of the hearing. If the student's parent or attorney intends to question a complaining witness who is a minor student, prior to the hearing day the student's attorney shall notify the parent of the complaining witness that his or her child may be questioned by the parent of the accused child at the formal hearing.

A member of the Student Support Team shall hear and determine the proceedings or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and issue subpoenas in conjunction with the proceedings before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Student Support Team. The report of the hearing officer shall be advisory only, and the Student Support Team may accept all or any part thereof.

After the hearing, the representative of the Student Support Team shall advise the parents in writing of his or her decision and the **right to an appeal of the decision of the Student Support Team**. The appeal must be made to the Principal. All appeals to the Principal must be in writing and submitted to him or her within 10 calendar days of the date of the decision by the Student Support Team, unless the parents can show that extraordinary circumstances precluded them from doing so. The Principal will make his or her decision based solely upon the record before him or her. The Principal may adopt, in whole or in part, the decision of the hearing officer.

After the decision is made, the Principal shall advise the parents in writing of his or her decision and their **right to an appeal of the decision of the Principal**. An appeal of the decision of the Principal may be made to the Board of Trustees, in writing to the Board President or Secretary, within 10 calendar days of the Principal's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Principal. **Final decisions of the Board may be appealed to the New York City Department of Education within 30 calendar days of the decision.**

COMPENSATORY EDUCATION

Suspended students will be offered compensatory instruction (2 hours of direct instruction and all exams, class assignments, and homework) at a designated location for the duration of the suspension.

Expelled students will be offered compensatory instruction at a designated off-site location until they are enrolled in a new school or otherwise removed from Innovation’s enrollment roster. In either case, the student shall not be marked absent or denied academic instruction if he/she reports to the alternative instruction site for compensatory education services.

APPEALS

As explained above, parents and students may appeal any suspension or expulsion. All suspensions and expulsions may be appealed to the Principal or other designee of the Executive Director when the Principal is unavailable. The appeal must be delivered to the Principal or his designee in writing within 10 days of the informal conference, in the case of short-term suspensions, and within 10 days of the rendering of a decision in a formal hearing of a long-term suspension or an expulsion.

SPECIAL PROCEDURES FOR STUDENTS WITH DISABILITIES

Innovation is committed to ensuring that the rights of students with disabilities are protected in accordance with applicable federal and state law and regulations. Innovation recognizes it may become necessary from time to time to discipline students with or suspected of having disabilities for their conduct and behavior, and that such discipline may result in the suspension or removal of a student from the educational setting, or some other disciplinary measure.

In order to protect the rights of Innovation students, the following specific procedures must be taken when students with or suspected of having a disability are disciplined. Generally, a student with or suspected of having a disability may be suspended in the same manner as his or her non-disabled peers as set forth above. However, when a child is suspended for more than 10 days, or on multiple occasions that, in the aggregate, amount to more than 10 days, additional safeguards are implemented to ensure that the child’s behavior is not a product, or a “manifestation” of, his or her disability.

Specifically, when a change of placement of greater than ten days is made, a manifestation team consisting of (1) someone from the NYCDOE Committee on Special Education (“CSE”) who is knowledgeable about the child and can interpret information about child behavior generally, (2) the parent, and (3) relevant members of the child’s CSE IEP Team (as determined by the parent and CSE), shall convene immediately if possible, but in no event later than 10 days after the decision to change placements, to determine whether the conduct was a manifestation of the child’s disability.

The parent must be given written notice prior to any meeting taking place in order to ensure that the parent has an opportunity to attend. The notice must state the purpose of the meeting, the names of the expected attendees, and indicate the parent’s right to have relevant CSE members attend. The CSE will convene the manifestation team to review the child’s IEP together with all relevant information within the student’s file and any information provided by the parent.

If the CSE manifestation team concludes that the child’s behavior resulted from his disability, the manifestation team must conduct a functional behavioral assessment (“FBA”) and implement a behavioral intervention plan (“BIP”) to address the behaviors giving rise to the conduct, unless an FBA or BIP was made prior to the student’s violation of school rules giving rise to the suspension, in which case each should be reviewed and revised, if necessary, to address the behavior.

Moreover, the student will remain at Innovation HS (i.e., the placement from which he was removed), unless: (1) the parent and CSE representative agree to another placement as part of the newly created or revised BIP, or (2) in cases where the child carries or possesses a weapon to or at school, on school premises, or to or at a function under the jurisdiction of the State or local educational agency; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the

jurisdiction of the State or local educational agency; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or local educational agency. Except for a student with disabilities, who may not be removed from the premises for a period to exceed 45 days.

Discipline Code

Level 1 Infractions		
Uncooperative/Noncompliant Behavior	Guidance Interventions	Possible Disciplinary Responses (To Be Used in Conjunction with Guidance Interventions)
B02 Inappropriate dress Cutting class B03 Excessive tardiness B04 In appropriate use of an electronic device B05 Minor classroom disruption (making noises, distracting others) B06 Verbally aggressive behavior B07 Failing to provide identification when asked by school professionals B08 Using school equipment without appropriate permission B09 Insubordination	G01 Parent outreach G02 Counseling G03 Guidance conference G04 Team intervention G05 Restorative Approach G06 PBIS G07 Peer mediation G08 Mentoring/coaching G09 Conflict resolution G10 Behavior contract G12 Behavior progress report G11 Referral to SST G12 Referral to CBO G13 Grade team conference G14 SST Guided Mediation G15 Individualized Behavior Plan G16 Other school-based intervention	C01 Loss of privileges C02 Student/teacher conference C03 Parent/teacher conference C04 In-school disciplinary action (detention, exclusion from extracurricular activities, in-school suspension, etc.)

Level 2 Infractions		
Disorderly Behavior	Guidance Interventions	Possible Disciplinary Responses (To Be Used in Conjunction with Guidance Interventions)

<p>B10 Smoking/possession of matches or lighter</p> <p>B11 Gambling</p> <p>B12 Use of profane, obscene, vulgar, or lewd language, gestures, or behavior towards another student</p> <p>B13 Use of profane, obscene, vulgar, or lewd language, gestures, or behavior towards an adult</p> <p>B14 Theft</p> <p>B15 Engaging in a pattern of persistent Level 1 behaviors</p> <p>B17 Eating in class</p> <p>B18 Falsifying information, forgery</p>	<p>G01 Parent outreach</p> <p>G02 Counseling</p> <p>G03 Guidance conference</p> <p>G04 Team intervention</p> <p>G05 Restorative Approach</p> <p>G06 PBIS</p> <p>G07 Peer mediation</p> <p>G08 Mentoring/coaching</p> <p>G09 Conflict resolution</p> <p>G10 Behavior contract</p> <p>G12 Behavior progress report</p> <p>G11 Referral to SST</p> <p>G12 Referral to CBO</p> <p>G13 Grade team conference</p> <p>G14 SST Guided Mediation</p> <p>G15 Individualized Behavior Plan</p> <p>G16 Other school-based intervention</p>	<p>C01 Loss of privileges</p> <p>C02 Student/teacher conference</p> <p>C03 Parent/teacher conference</p> <p>C04 In-school disciplinary action (detention, exclusion from extracurricular activities, in-school suspension, etc.)</p>
--	---	--

Level 3 Infractions		
Disruptive Behavior	Guidance Interventions	Possible Disciplinary Responses (with Guidance Interventions)

<p>B19 Defying or disobeying a directive in a way that substantially disrupts the learning environment</p> <p>B20 Attempting to intimidate or threatening another student</p> <p>B21 Use of slurs based upon race, ethnicity, color, national origin, sexual orientation, disability, weight, religion, gender identity, immigration status or sex</p> <p>B22 Minor physical altercation (pushing, throwing objects, spitting, horse playing)</p> <p>B23 Brining an unauthorized person into the school</p> <p>B24 Engaging in a pattern of behaviors associated with gang activity</p> <p>B25 Tampering with or altering an official record or document of the school</p> <p>B26 Vandalism of school property</p> <p>B27 Stealing from a staff member</p> <p>B28 Engaging in sexual misconduct on school grounds or at school-related activities and functions</p> <p>B29 Engaging in a pattern of persistent Level 2 behaviors</p> <p>B30 Mutual combat</p>	<p>G01 Parent outreach</p> <p>G02 Counseling</p> <p>G03 Guidance conference</p> <p>G04 Team intervention</p> <p>G05 Restorative Approach</p> <p>G06 PBIS</p> <p>G07 Peer mediation</p> <p>G08 Mentoring/coaching</p> <p>G09 Conflict resolution</p> <p>G10 Behavior contract</p> <p>G12 Behavior progress report</p> <p>G11 Referral to SST</p> <p>G12 Referral to CBO</p> <p>G13 Grade team conference</p> <p>G14 SST Guided Mediation</p> <p>G15 Individualized Behavior Plan</p> <p>G16 Other school-based intervention</p>	<p>C01 Loss of privileges</p> <p>C02 Student/teacher conference</p> <p>C03 Parent/teacher conference</p> <p>C04 In-school disciplinary action (detention, exclusion from extracurricular activities, in-school suspension, etc.)</p> <p>C05 Removal from classroom by teacher (after the 3rd teacher removal, a parent/teacher conference must be held)</p> <p>C06 Short-Term Suspension 1-5 days (Informal Conference should be scheduled)</p> <p>C07 Extended Suspension 6-10 days (Formal hearing should be scheduled)</p>
---	---	---

Level 4 Infractions		
Disruptive Behavior	Guidance Interventions	Possible Disciplinary Responses (To Be Used in Conjunction with Guidance Interventions)

<p>B31 Making sexually suggestive comments, advances, gestures, contact, or propositions, and sexual harassment of staff or students</p> <p>B32 Bullying/Cyber-bullying</p> <p>B33 Physical assault resulting in injury</p> <p>B34 Engaging in acts of coercion or threatening violence, injury, or harm to others</p> <p>B35 Engaging in behaviors that jeopardize the safety and security of others</p> <p>B36 Possession of illicit and/or controlled substances, illegal drugs, or alcohol</p> <p>B37 Falsely pulling the fire alarm, making terroristic threats</p> <p>B38 Arson</p> <p>B40 Inciting/causing a riot</p> <p>B41 Falsifying a claim against school personnel that substantially threatens the staff member's employment status/career</p> <p>B42 Engaging in a pattern of persistent Level 3 behaviors</p> <p>B43 Possessing/using a weapon of any kind, other than a firearm</p>	<p>G01 Parent outreach</p> <p>G02 Counseling</p> <p>G03 Guidance conference</p> <p>G04 Team intervention</p> <p>G05 Restorative Approach</p> <p>G06 PBIS</p> <p>G07 Peer mediation</p> <p>G08 Mentoring/coaching</p> <p>G09 Conflict resolution</p> <p>G10 Behavior contract</p> <p>G12 Behavior progress report</p> <p>G11 Referral to SST</p> <p>G12 Referral to CBO</p> <p>G13 Grade team conference</p> <p>G14 SST Guided Mediation</p> <p>G15 Individualized Behavior Plan</p> <p>G16 Other school-based intervention</p>	<p>C01 Loss of privileges</p> <p>C02 Student/teacher conference</p> <p>C03 Parent/teacher conference</p> <p>C04 In-school disciplinary action (detention, exclusion from extracurricular activities, in-school suspension, etc.)</p> <p>C05 Removal from classroom by teacher (after the 3rd teacher removal, a parent/teacher conference must be held)</p> <p>C06 Short-Term Suspension 1-5 days (Informal Conference should be scheduled within 24 hours)</p> <p>C07 Extended Suspension 6-10 days (Formal hearing must be scheduled within 24 hours)</p> <p>C08 Long-term Suspension 11 days or more (Formal hearing must be scheduled within 24 hours)</p> <p>C09 Expulsion (Formal hearing must be scheduled within 24 hours)</p>
<p>Seriously Dangerous or Violent Behavior</p>	<p>Guidance Interventions</p>	<p>Possible Disciplinary Responses (To Be Used in Conjunction with Guidance Interventions)</p>

<p>B44 Robbery</p> <p>B45 Assault/battery of school personnel</p> <p>B46 Using extreme force against others with the intent to cause serious bodily harm, injury, or death</p> <p>B47 Engaging in acts of group violence</p> <p>B48 Engaging in gang related behaviors that are threatening and/or violent</p> <p>B49 Selling or distributing illegal drugs, controlled substances, or alcohol</p> <p>B50 Possessing, using, or selling any weapons classified as a firearm</p> <p>B51 Arson that results in injury or harm</p> <p>B52 Inciting/causing a riot that results in injury or harm</p> <p>B53 Falsifying a claim against school personnel that results in a staff member's employment wrongful termination</p> <p>B54 Engaging in a pattern of persistent Level 4 behaviors</p>	<p>G01 Parent outreach</p> <p>G02 Counseling</p> <p>G03 Guidance conference</p> <p>G04 Team intervention</p> <p>G05 Restorative Approach</p> <p>G06 PBIS</p> <p>G07 Peer mediation</p> <p>G08 Mentoring/coaching</p> <p>G09 Conflict resolution</p> <p>G10 Behavior contract</p> <p>G12 Behavior progress report</p> <p>G11 Referral to SST</p> <p>G12 Referral to CBO</p> <p>G13 Grade team conference</p> <p>G14 SST Guided Mediation</p> <p>G15 Individualized Behavior Plan</p> <p>G16 Other school-based intervention</p>	<p>C01 Loss of privileges</p> <p>C02 Student/teacher conference</p> <p>C03 Parent/teacher conference</p> <p>C04 In-school disciplinary action (detention, exclusion from extracurricular activities, in-school suspension, etc.)</p> <p>C05 Removal from classroom by teacher (after the 3rd teacher removal, a parent/teacher conference must be held)</p> <p>C06 Short-Term Suspension 1-5 days (Informal Conference should be scheduled within 24 hours)</p> <p>C07 Extended Suspension 6-10 days (Formal hearing must be scheduled within 24 hours)</p> <p>C08 Long-term Suspension 11 days or more (Formal hearing must be scheduled within 24 hours)</p> <p>C09 Expulsion (Formal hearing must be scheduled within 24 hours)</p>
---	---	--