

### Student Code of Conduct

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in discipline.

Discipline is to be administered in a reasonable manner and shall generally follow the Student Discipline Program outlined below, with each infraction assigned to a specific level of discipline. However, the Head Administrator retains discretion to assign an infraction to a different level of discipline depending on the facts and circumstances.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers. See **Policy 4560**, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices.

The Student Code of Conduct and related disciplinary process apply in the School, on the School property, at School activities or functions off the School premises, and during transportation to and from the School. Offenses and punishment will be determined by the Head Administrator and on an individual basis.

#### Student Discipline Program for Students in Grades Pre-K-3<sup>rd</sup> Grade:

The School shall not issue an out-of-school suspension or expulsion for a student in grades pre-K through 3 except for serious offenses or as necessary to protect the immediate health and safety of the student, classmates, classroom staff and teachers, or other school employees.

The School's authority to issue an in-school suspension for a student in grades pre-K through 3 is expressly not affected by this rule, provided the suspension is served in a supervised learning environment. An in-school suspension means the student will serve all of the suspension in a supervised learning environment within a school setting.

#### Pre-K to 3<sup>rd</sup> Grade Students may be suspended and/or expelled for the violation of offenses listed in Categories 1 and 2:

Category 1: A serious and specific offense for which suspension or expulsion is statutorily required (bringing a firearm to school) or statutorily authorized (possessing a firearm, bringing a knife capable of causing serious bodily injury, making a bomb threat, or causing serious harm to persons or property).

Category 2: An offense not listed in Category 1 but for which the district or school determined suspension was necessary to protect the immediate health and safety of the student, the student's classmates, or the classroom staff or teachers.

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Students shall not be suspended and/or expelled for violation of offenses listed as Category 3, minor offenses, not described in Category 1 or 2.

### Student Discipline Program for Students in Grades 4<sup>th</sup> to 12<sup>th</sup>:

See the Infraction Table for a complete listing of offenses and the offenses' discipline levels.

*Level One.* Should a student commit a Level One offense, the teacher shall inform the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. A Level One offense occurs:

- when a student engages in conduct constituting a Level One offense; or
- when a student commits a Level Two, Level Three, or Level Four offense that the Head Administrator deems appropriate to be considered a Level One offense.

*Level Two.* Should a student commit a Level Two offense, the teacher shall explain the infraction and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. A Level Two offense occurs:

- when a student engages in conduct constituting a Level Two offense;
- when student repeatedly violates a Level One offense; or
- when a student commits a Level One, Level Three, or Level Four offense that the Head Administrator deems appropriate to be considered a Level Two offense.

*Level Three.* Should a student commit a Level Three Offense, the student shall be subject to suspension under the School's suspension policy. A Level Three Offense occurs:

- when a student engages in conduct constituting a Level Three offense;
- when student repeatedly violates a Level One or Level Two offense; or
- when a student commits a Level One, Level Two, or Level Four offense that the Head Administrator deems appropriate to be considered a Level Three offense.

*Level Four.* Should a student commit a Level Four offense, the student shall be subject to expulsion, under the School's expulsion policy. A Level Four Offense occurs:

- when a student engages in conduct constituting a Level Four offense;
- when student repeatedly violates a Level One, Level Two, or Level Three offense; or
- when a student commits a Level One, Level Two, or Level Three offense that the Head Administrator deems appropriate to be considered a Level Four offense

**Tiered Student Discipline Program**

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in the student's discipline.

Discipline is to be administered in a reasonable manner and is designed to help the student take responsibility for his or her actions. The School shall generally follow the Tiered Student Discipline Program outlined below. However, the type of discipline will depend on the facts, circumstances, and severity of a student's failure to comply with applicable guidelines, rules, or policies.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers. See **Policy 4560**, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices, for a complete explanation of the School's force and restraint policies.

The Student Code of Conduct and related disciplinary process applies in the School, on the School property, at School activities or functions off the School premises, and during transportation to and from the School. Offenses and punishment should be determined by the Head Administrator.

Notwithstanding anything contained herein to the contrary, disciplinary actions regarding truancy shall be subject to the requirements contained in **Policy No. 4210** and the Ohio Revised Code.

**Tiered Discipline Program**

*Tier One.* Should a student commit a Tier One offense, the teacher should alert the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. Tier One offenses include, but are not limited to:

- 1) Disruptive and/or Prohibited Behavior
  - a. Engaging in any physical display of affection with another student
  - b. Failing to follow reasonable instructions, directions, or guidelines or refusing to comply with a reasonable request while on School property or at a School activity or event
  - c. Running or causing any disruption in a school building
  - d. Littering inside a School building or anywhere on the School premises

- e. Misbehaving and/or failing to follow applicable guidelines, rules, or policies during assigned lunch periods, on School playgrounds, in School hallways or restrooms, or on School transportation vehicles
- f. Lying to School employees, personnel, or officials, parent volunteers, or any member of the School community
- g. Violating School dress code guidelines, rules, or policies
- h. Using any electronic device (cellular telephones, smartphones, iPads, iPods, gaming devices, etc.) without approval, on School property, and during School hours
- i. Chewing gum on School property
- j. Failing or refusing to turn in homework assignments or complete classroom work
- k. Ignoring safety guidelines, rules, or policies
- l. Failing to adhere to any School and/or individual classroom guidelines, rules, or policies
- m. Shouting at , harassing, or disrespecting School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- n. Failing to show up on time for class
- o. Using or creating toys or other distracting objects

2) Misuse and/or Abuse of School Property

- a. Using School internet access, School telephones, technology, or any School electronic device for an illegal, improper, or unauthorized reason
- b. Stealing or defacing School books, materials, electronic devices, or supplies

*Tier Two.* A Tier Two offense occurs if the student repeats a Tier One offense or the student engages in conduct constituting a Tier Two offense. Should a student commit a Tier Two offense, the teacher should explain the rule and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. In addition to repeated Tier One offenses, Tier Two offenses include, but are not limited to:

1) Repeated and/or Serious Tier One Offenses

2) Disruptive and/or Prohibited Behavior

- a. Using inappropriate, insulting, or abusive language in any form towards School employees, personnel, officials, parent volunteers, any members of the School community, or other students

3) Damage/Destruction of School Property

- a. Causing, attempting, or threatening to cause or attempt any form of damage or destruction to School property

4) Academic Dishonesty

- a. Cheating or plagiarizing
- b. Misappropriating or misrepresenting the work of another as one's own work
- c. Using unauthorized materials during a quiz or exam
- d. Fraudulently altering work or official documents
- e. Falsifying dates, records, signatures, or any other aspect of an official document or School assignment
- f. Interfering or tampering with the instructor's work or another student's work
- g. Aiding and abetting another student attempting to engage in act of academic dishonesty
- h. Remaining on School property without a reason for being present, after being instructed to leave, without permission from School authority, or without properly identifying oneself
- i. Trespassing on School property
- j. Engaging in or coercing another to engage in any form of hazing
- k. Participating in any gang activity or similar organizational activity, which is disruptive to the educational process
- l. Wearing, carrying, displaying, or exhibiting an affiliation with a gang
- m. Intimidating or bullying other students by means of verbal abuse/menacing or threats of violence including all forms of cyber-bullying
- n. Engaging in obscene, vulgar, or insulting conduct or using obscene, vulgar, or insulting language
- o. Possessing, producing, or distributing offensive and prohibited materials
- p. Willfully engaging in a course of conduct intended to interfere with the educational process
- q. Repeatedly failing to show up for class without an acceptable excuse

*Tier Three.* A Tier Three offense occurs when the student continues to violate the rules despite appropriate actions at Tiers One and Two or the student engaged in conduct constituting a Tier Three offense. The Head Administrator or his/her designee may suspend the student under the suspension procedures. Tier Three offenses include, but are not limited to:

1) Repeated and/or Serious Tier One and/or Tier Two Offenses

2) Violence and Threats of Violence

- a. Physical Injury
  - i. Inflicting bodily injury upon another person
  - ii. Physically contacting another student, which results in physical injury or unacceptable physical contact

- i. Willfully engaging in a course of conduct that unreasonably places School employees, personnel, officials, parent volunteers, any members of the School community, or other students at risk of physical injury
  - b. Threats
    - i. Threatening a School building or any School premises at which an extracurricular event, interscholastic competition, or any other School program or activity is occurring with a bomb
    - ii. Threatening to inflict bodily injury upon another person
- 3) Miscellaneous Prohibited and/or Illegal Activity
  - a. Extorting another person by threat, intimidation, or coercion
  - b. Obtaining or attempting to obtain money, information, or personal property by means of theft, robbery, or fraud/deception
  - c. Transferring, distributing, selling, or purchasing stolen goods
  - d. Engaging in or committing an act that is criminally punishable
  - e. Participating in or organizing any gambling activity, which involves the payment or exchange of something of value in return for the chance to win a prize or something of value
  - f. Participating in any illegal gang-related activity
  - g. Using, possessing, selling, purchasing, or distributing any banned or controlled substance, drug, alcohol, alcohol product, tobacco product or similar substance capable of altering behavior, mood, feelings, or state of mind including any paraphernalia associated with the particular substance
  - h. Making unwanted sexual requests, advances, or communications or engaging in any other form of sexual harassment

*Tier Four.* A Tier Four Offense occurs if the student continues to violate the rules despite appropriate action at Tiers One, Two, and Three or the student engages in conduct constituting a Tier Four offense. Tier Four offenses are punishable by exclusion, under the exclusion procedures. Tier Four offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two and/or Tier Three Offenses
- 2) Weapons
  - a. Firearms
    - i. Bringing a firearm to the School or onto any School property
      - 1. Mandatory one-year expulsion

- ii. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located in the School or on School property
  - 1. Discretionary one-year expulsion
- iii. Possessing a firearm at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
  - 1. Discretionary one-year expulsion
- b. Knives
  - i. Bringing a knife to the School, onto any School property, to an interscholastic competition, an extracurricular event, or any other School program or activity
    - 1. Discretionary one-year expulsion
  - ii. Possessing a knife at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
    - 1. Discretionary one-year expulsion
- c. Dangerous Weapons
  - i. Bringing or possessing a dangerous weapon, device, instrument, material, or substance capable of causing death or serious bodily harm on School property

*Cross Reference:* Policy 2650, Bomb Threats; Policy 2660, Weapons; Policy 2670 Public Conduct on School Property; Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation, and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4410, Student Bill of Rights & Responsibilities; Policy 4430, Internet & Technology Acceptable Use; Policy 4440, Use of Mobile Electronic Devices; Policy 4450, Student Symbolic Expression; Policy 4460, Student Symbolic Expression; Policy 4470, Drugs, Alcohol, and Tobacco; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities; Policy 4560, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices.





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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishings, 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 – 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.	
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.	
Assault	Unlawfully causing any physical injury.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.	
Bullying	Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or violence within a dating relationship.	Level 2 - 4 disciplinary action; alternative discipline under bullying policy.	Level 3 - 4 disciplinary action; alternative discipline under bullying policy.	Level 4 disciplinary action; alternative discipline under bullying policy.	
Bullying by Electronic Act ("Cyber Bullying")	Bullying, as defined above, through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.	Level 2 - 4 disciplinary action; alternative discipline under bullying policy.	Level 3 - 4 disciplinary action; alternative discipline under bullying policy.	Level 4 disciplinary action;	
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 3 - 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 – 3 disciplinary action.	Level 3 – 4 disciplinary action.	Level 4 disciplinary action.	

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	
Dangerous Weapon	Bringing a dangerous weapon onto School Property or possessing a dangerous weapon on School Property. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury.	Level 3 – 4 disciplinary action.	Level 3 – 4 disciplinary action.	Level 4 disciplinary action.	
Display of Affection	Any physical display of affection between students is prohibited.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 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 - 4 disciplinary action.	
Dress Code Violations	[Insert School's Dress Code]	Level 1 - 2 Parent may be called	Level 1 - 2 Parent may be called	Level 3 - 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 -3 disciplinary action.	Level 3 -4 disciplinary action.	Level 4 disciplinary action.	
Electronic and Other Communication Devices	No Student shall use 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.	Level 1 - 2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 2 – 3 disciplinary action.	Level 3 – 4 disciplinary action.	Level 4 disciplinary action.
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 - 2 disciplinary action.	Level 2 - 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	Levels 1 - 3	Level 3 - 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.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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 2	Level 2 - 3
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 2 - 4 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.
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.	Level 1 - 2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 4 disciplinary action.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written, verbal, or symbolic, toward School personnel or any member of the School community.	Level 1 - 2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 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 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 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, social media, Wikipedia, the Internet, instant messaging, defamatory personal Web sites, and defamatory online personal	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	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.)			
Knife	Bringing a knife capable of causing serious bodily injury 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 capable of causing serious bodily injury 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.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Loitering	<p>Presence of an individual in or about a School under one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for presence.</li> <li>• Does not have written permission from proper authority for presence.</li> <li>• Refusal to identify self.</li> </ul>	Level 3 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Lunch and Lunch Time Behaviors	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:	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<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>			
Lying	Intentionally giving untrue communication.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposed.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarity/  Profanity	Use of 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 disciplinary action.	Level 2 – 3 disciplinary action.	Level 3 - 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 - 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 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 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.
Playground Behavior	The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to:	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> <li>• Any use of physical force or violence</li> <li>• Throwing objects of any kind, including snow, and/or ice</li> <li>• Taking property of others (hats, gloves, etc.)</li> <li>• Not being in the supervised area</li> <li>• Improper use of playground equipment</li> <li>• Using unapproved playground equipment</li> </ul>			
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 - 3 disciplinary action.	Level 3 - 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> <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>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
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.	Level 3 disciplinary action.	Level 4 disciplinary action.	Level 4 disciplinary action.
Sale, Use,	Using, selling/purchasing, distributing,	Level 1	Level 2 - 3 disciplinary	Level 3 - 4 disciplinary

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Possession, or Distribution of Tobacco Product	possessing or attempting to possess, any tobacco product or paraphernalia.	disciplinary action.	action.	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 - 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.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

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INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
School Telephone	Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/principal.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
School-Wide Discipline and Classroom Policies	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 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.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Sexual or Other Harassment	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.	Level 2 disciplinary action.	Level 3 - 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 - 4 disciplinary action.

Adopted March 28, 2018

**ASHLAND COUNTY COMMUNITY ACADEMY 009971**

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Tardiness	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.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Technology Misuse	See policy regarding Technology, Network, and Internet Access Acceptable Use and Safety.	Levels 1 through 3	Level 3 - 4	Level 4
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 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 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> </ul>	Level 1 disciplinary action.	Level 1 - 2 disciplinary action.	Level 3 - 4 disciplinary action.

Adopted March 28, 2018.

**ASHLAND COUNTY COMMUNITY ACADEMY 009971**

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul>			
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 - 4 disciplinary action.
Truancy	Habitual absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures, as set forth by Policy No. 4210	Level 2 disciplinary action; possible referral to intervention team	Level 2 disciplinary action; possible referral to intervention team	Level 2 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 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

Adopted October 17, 2018

Adopted March 28, 2018

