

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY: Students

POLICY NUMBER: 301.1

TITLE: Disciplinary Code, Part Two

ADOPTED: August 16, 2018

REVISED: January 23, 2020

The faculty and staff of **The Arts Academy Elementary Charter School** (AAECS) believe that self-discipline is the tendency to behave in ways that are mutually beneficial to one's self and others. The goal of our discipline philosophy is to develop self-discipline in each child. Self-discipline is nurtured every time a teacher or parent treats a child with civility, dignity, and respect, all within a framework of positive expectations. Our school has a Positive Behavior Interventions and Supports plan (PBIS) specific to our school's needs.

Our school discipline plan focuses on promoting children's safety, developing self-discipline and appropriate social skills, as well as creating an environment for learning. We have high expectations for our students' behavior and we will do all we can to help them meet the expectations. Parents are required to read this policy and discuss it with their children.

Please be aware that AAECS must follow specific procedures for students identified as disabled under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Details and further information related to these specific disciplinary procedures as defined by federal and state laws may be obtained by contacting the school's Special Education Coordinator at 610-841-4560 x2181.

There are currently ten categories that are addressed in our Discipline Policy. These may be amended at any point in time based on recommendations from the administration and with Board approval.

- I. Dress Code Offenses
- II. Dishonesty
- III. Social Offenses
- IV. Electronic Devices Violations
- V. Misconduct
- VI. Harassment/Intimidation/Bullying
- VII. Damage to School Property
- VIII. Tobacco Use & Smoking
- IX. Drug & Alcohol Offenses
- X. Weapons

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy Number 301.1

Page 2

The list of possible sanctions in the table are not the only sanctions that can be applied by the administration or the Board. The Board and administration reserve the right to impose more significant sanctions in appropriate cases, up to and including suspension and expulsion.

For any student where a referral is made to law enforcement, or for a student with a disability who has a positive behavior support plan, an updated functional behavior assessment and positive behavior support plan shall be required.

This policy shall be interpreted to be consistent with the laws relating to discipline of students with disabilities. If there is a conflict between this policy and those laws, the specific laws relating to special education shall prevail.

I. DRESS CODE OFFENSES

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Offensive attire that results in disruption of instruction	Muscle shirts Spaghetti-strap tops Halter tops Clothing promoting death, violence, etc. Hats or bandanas Flip flops Slippers Pajamas Neck chains or choke collars Sunglasses worn indoors	Homeroom/classroom teacher will address issue; teacher to call parent/guardian to bring in appropriate attire	Dean of Students' (DOS) office (contacted by classroom teacher) will remove student from classroom; contact parent/guardian for discussion and acquiring appropriate attire for student	DOS calls parent/guardian for appropriate attire; at discretion of DOS, ½ day in-school suspension may be assigned

II. DISHONESTY

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Theft	Unlawfully take or exercise control of movable property	Dean of Students' office will interview student(s) involved and call parents	DOS contacts parent/guardian for conference; 1 day in-school suspension	DOS and Principal contact parent/guardian; 1 day

				out-of-school suspension
Forgery	Making a fake document; modification of an existing document; unauthorized signing of a document such as an excuse note.	DOS office will interview student(s) involved and contact parents/guardians; in-school suspension may result	DOS office will interview student(s) and contact parents; 1-2 days of in-school suspension	CEO or Principal calls parent/guardian; 1-3 day out-of-school suspension

III. SOCIAL OFFENSES

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Lying	Withholding information or misrepresenting the truth.	Classroom teacher will contact DOS; DOS to interview student(s) in attempt to resolve issue. Parent/guardian to be contacted. In-school suspension may result due to disruption of instruction	Classroom teacher will contact DOS; DOS to interview student(s) in attempt to resolve issue. Parent/guardian to be contacted. 1-2 days of in-school suspension due to disruption of instruction	Administrative discretion

IV. ELECTRONIC DEVICE VIOLATIONS

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Use of Electronic Device(s) during school hours (when not approved by teacher)	Student has device out of personal backpack; device is visible to classroom teacher	Teacher takes device away for the balance of the school day; return device at dismissal	Teacher removes device from student possession; teacher contacts DOS; student meets with DOS and parent is called; parent must pick up device from school	Administrative discretion

V. MISCONDUCT

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Any student behavior that proves disruptive to learning or appears to endanger self or others	Unacceptable or improper behavior; this could include such offenses as inappropriate touching, hitting a peer, throwing objects inappropriately, defiance, use of sexual language, leaving the learning environment without permission, disrespect towards faculty or staff; threat to faculty staff	Classroom teacher speaks with student regarding misconduct; Think Sheet is completed by student and reviewed by teacher; Think Sheet is kept in file for future reference; parent/guardian should be called by teacher	Classroom teacher speaks with student regarding conduct; DOS is contacted with referral from classroom teacher; file of Think Sheet(s) is provided to DOS; parent/guardian is called to inform of incident; ½ day in-school suspension may result	Classroom teacher contacts DOS; discussion with student; contact to parent/guardian; in-school suspension could result; if additional attention is needed, administration is included in decision

VI. HARASSMENT/INTIMIDATION/BULLYING

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Harassment Intimidation Bullying (HIB)	<u>Harassment</u> : aggressive pressure or coercion <u>Intimidation</u> : to make fearful, frighten <u>Bullying</u> : one who is cruel, insulting, or threatening to others	Classroom teacher speaks with all students involved in HIB incident; all students complete Think Sheet; Guidance Counselor is informed and meets with all students; parents are contacted by Guidance Counselor;	Classroom teacher informs Guidance Counselor and DOS of incident; all students involved are interviewed by Guidance and DOS; parents are contacted by phone to inform them of incident; students found to be 'at fault' can receive	All students involved in incident are interviewed by Guidance, DOS and administration; parents are contacted by phone; out-

		written report is filed with DOS	in-school suspension (1/2 – 1 day)	of-school suspension may result with administrative approval (1-3 days)
--	--	----------------------------------	------------------------------------	---

VII. DAMAGE TO SCHOOL PROPERTY

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Student intentionally damages school property	Physical harm caused to something in such a way as to impair its value, usefulness, or normal function	Faculty/Staff discovering damage to school property will report it to an administrator. Student suspected of creating damage will be interviewed by DOS. If found at fault, parents will be notified and a ½-full day of in-school suspension assigned	1 day out-of-school suspension	Administrative discretion

VIII. TOBACCO— This is a summary of the policy. For exact provisions, see AAECs policy on tobacco.

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Student brings/uses any tobacco-based products in the school building or on school property	Tobacco use/smoking: the practice of smoking and inhaling tobacco smoke.	Faculty/staff member finding tobacco products/use of tobacco on school property notified DOS; child is interviewed and parent phone call/conference results; referral to SAP	DOS organized parent conference for identified student; as a result of conference, 1 day in-school suspension	Parent contact with DOS, Guidance and school nurse; 1-3 days in-school suspension

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy Number 301.1

Page 6

IX. DRUG & ALCOHOL OFFENSES – This is a summary of the policy. For exact provisions, see AAECs policy on Drug & Alcohol, # 303

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Bringing illegal or legal prescription drugs/alcohol onto school property without legal reason to have possession of said drugs		Classroom teacher, school nurse and DOS meet with identified student; parent contact is initiated; administration is involved; student is suspended out of school for 1-3 days; referral to SAP	Administrative discretion including expulsion from school	n/a

X. WEAPONS – This is a summary of the policy. For exact provisions, see AAECs policy on Weapons, # 301, Under General Provisions: 7. Prohibition on Weapons, Firearms and Dangerous Objects

OFFENSE	DEFINITION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Bringing weapons or dangerous objects onto school property	Something designed or used for inflicting bodily harm or physical damage; this could include a mock-up of same (i.e., toy gun)	<p>If the object is classified as a weapon under state law, the student will be expelled for a minimum of one year unless the Principal and/or CEO recommends a lesser period of exclusion and the Board of Trustees affirms that recommendation at an expulsion hearing</p> <p>If the object is not defined as a weapon under state law, classroom teacher, school nurse and</p>	Same as first offense.	n/a

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy Number 301.1

Page 7

		DOS meet with identified student; parent contact is initiated; administration is involved; student is suspended out of school for 1-3 days; referral to SAP		
--	--	---	--	--