

## **SECTION IV:**

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# **STUDENT CODE OF CONDUCT FOR ONSITE/VIRTUAL STUDENTS**

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### **Preface**

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must be taught and modeled by the school staff. This includes an appreciation for the rights of others.

However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The school has both the responsibility and authority to enforce the Student Code of Conduct, question students, counsel them, and assign discipline when deemed appropriate.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but as citizens, they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. Not all laws are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or a rule seems unjust or inappropriate, but the law or rule must be obeyed.

In much the same manner, students live and function in a second community as well—namely, the school community. Education confers its own benefits, but it, too, requires acceptance of individual responsibilities. It must at the same time have an orderly and manageable framework within which to operate.

The rules and standards set forth in this Handbook apply to conduct:

1. on school premises or on school vehicles or involving school property,
2. off school premises which directly affects other students or the school, and
3. at school functions of any kind.

This Handbook does not define all types and aspects of student behavior; however, the Board of Trustees has the responsibility to set forth policies, rules, and regulations to help each

student conduct himself or herself in a proper manner as a good citizen of the school community. If changes in state law become effective after the printing of this Handbook, the state law will supersede the local policy.

The Board of Trustees and the Superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each Campus Director/Headmaster, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board and the Superintendent.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may send a student to the Campus Director/Headmaster's office to maintain effective discipline in the classroom.

The Board of Trustees has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining students. The Board of Trustees has also given authority to the Superintendent or his designee to use any other disciplinary actions which, in his or her judgment, is appropriate for the violation.

### **Responsibilities of Staff, Parents, and Students**

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Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among staff, parent, and student requires that:

#### **School Staff**

1. maintain an atmosphere conducive to good behavior;

2. are in regular attendance and on time, and are prepared to perform their duties with appropriate working materials;
3. exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
4. plan a flexible curriculum to meet the needs of all students;
5. promote effective training and discipline based upon fair and impartial treatment of all students;
6. encourage parents to keep in regular communication with the school and encourage parental participation in school affairs;
7. develop a cooperative working relationship among staff and students; and
8. obey school policies and regulations.

## **Parents**

1. ensure their student's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school;
2. assist their child in being properly attired;
3. take an active interest in the overall school program;
4. communicate regularly with the school concerning their student's conduct and progress;
5. discuss report cards and work assignments with their student;
6. bring to the attention of school authorities any problem or condition that affects their student;
7. maintain up-to-date home, work, and emergency telephone numbers at the school;
8. cooperate with the Campus Director/Headmaster and teachers in their efforts to achieve and maintain a quality school system; and
9. provide transportation for their student to and from mandatory tutorials.

## **Students**

1. attend all classes daily and on time;
2. prepare for each class, taking appropriate materials and assignments to class;
3. meet school standards of grooming and dress;

4. exhibit an attitude of respect and courtesy toward individuals and property, and conduct themselves in a responsible manner, always exercising self-discipline;
5. refrain from making profane, insulting, threatening, or inflammatory remarks;
6. refrain from engaging in disruptive conduct or cheating;
7. obey all school and classroom rules;
8. seek changes in school policies and regulations in an orderly and responsible manner through approved channels;
9. respect the rights and privileges of students, teachers, and other staff and volunteers;
10. cooperate with and assist the school staff in maintaining safety, order, and discipline; and
11. adhere to the requirements of the Student Code of Conduct.

## **Jurisdiction**

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The school may discipline a student for any violation of the Student Code of Conduct committed while a student is:

1. on school property;
2. within 300 feet of school property as measured from any point on the real property boundary line;
3. attending any school-related or school-sponsored activity no matter when or where it takes place;
4. on the property of another school;
5. attending another school's school-sponsored or school-related activity; or
6. off school property, if
  - a. the violation causes a material and/or substantial disruption at school, or
  - b. it is reasonably foreseeable to school officials that the violation will cause a material and/or substantial disruption at school.

## **Definitions**

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### **Detention**

"Detention" is defined as a period of supervised confinement (before, during, or after school) used

when student has committed relatively minor violations of the Student Code of Conduct; limitations are typically placed on students' freedom to talk, move about, etc.

## **Emergency**

“Emergency” is defined as any situation in which the safety of one or more people is threatened or in which the school’s mission to educate students is compromised.

## **Expulsion**

“Expulsion” is defined as removal of a student from all contact with the school for a period greater than 10 days.

## **In Possession**

A student will be considered “In Possession” of drugs, alcohol, weapons, or other prohibited materials if such items are on the student’s person or in the student’s locker, desk, automobile, or other storage area.

## **In-School Suspension**

“In-School Suspension” is defined as an alternative program where students may be temporarily assigned (1–10 days) for disciplinary violations which are more serious or chronic in nature and which make it advisable to temporarily remove the student from the regular school setting; students assigned to In-School Suspension will be counted present and will be required to complete all regular school work.

## **Out-of-School Suspension**

“Out-of-School Suspension” is defined as temporary (1–10 days) removal of a student from all contact with the school district, to be used in cases where the student’s presence represents a threat to others, where the student’s presence prevents others from pursuing desirable educational goals, or where other forms of discipline have not been successful with the student.

## **Paraphernalia**

“Paraphernalia” is defined as articles used in a given activity; equipment (drug paraphernalia: articles used in any drug related activity).

## **School Days**

“School Days” is defined as those days during which students are in attendance.

## **School Staff**

“School Staff” is defined as any person employed by or otherwise providing services to the school,

including student/intern teachers and school volunteers.

## **Code of Conduct Violations**

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### **Abuse**

“Abuse” is defined as the use of violent, abusive, or obscene language or gestures addressed to students or school staff in a threatening manner.

### **Alcoholic Beverages**

Any student found to have sold, given, delivered, been in possession of, or been under the influence of any alcoholic beverage while in school or while a participant in or spectator of a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. An “Alcoholic Beverage” means any beverage containing alcohol, including wine or beer. A student is considered “In Possession” if he or she has contact with the alcohol regardless of the amount of time it is in the student’s possession. If a student becomes in possession of alcohol, he or she needs to immediately inform an adult on campus. The smell of alcohol detectable on one’s breath is sufficient evidence to indicate being “under the influence.”

### **Arson**

“Arson” is defined as the willful and deliberate burning of, or attempting to burn, school property (including trash can fires).

### **Assault**

“Assault” is defined as the verbal or physical intimidation of, threats toward, or verbal abuse of a student or school staff (including verbal or physical harassment, hazing, or other activities intended to threaten, frighten, shame, or disgrace, and including any harassment based on race, religion, ethnic origin, gender, or handicap).

### **Physical Attack\Harm on Staff or Student**

Examples include striking that causes bleeding, broken nose; kicking. Consider age and developmentally appropriate behavior before using this category. This category may be used when the attack is serious enough to warrant calling the police or security or when serious bodily harm occurs. Include an attack with a weapon in this category.

## **Bomb Threats**

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to expulsion and dealt with to the full extent of the law.

## **Bullying**

"Bullying" is defined as any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the student. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated. Students who bully another person shall be held accountable for their actions whether it occurs in school, on the school grounds; off school grounds at a school-sponsored or -approved function, activity, or event; or going to or from school or a school activity. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form. Bullying is prohibited while in school, on school property, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

Additionally, bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school staff by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of physical harm to the individual or damage to the individual's property, substantial interference with the student's education or the school staff's role in education, a hostile educational environment for one or more students or school staff, or substantial disruption of the orderly operation of the school or educational environment. This applies to an electronic act, generally termed cyber-bullying, whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school staff and maliciously intended.

Examples of "Bullying" may include, but are not limited to, a pattern of behavior involving one or more of the following:

1. sarcastic "compliments" about another student's personal appearance;
2. pointed questions intended to embarrass or humiliate;
3. mocking, taunting, or belittling;
4. non-verbal threats and/or intimidation such as "fronting" or "cheating" a person;
5. demeaning humor relating to a student's race, gender, ethnicity, or personal characteristics;
6. blackmail, extortion, demands for protection money, or other involuntary donations or loans;
7. blocking access to school property or facilities;
8. deliberate physical contact or injury to person or property;
9. stealing or hiding books or belongings;
10. threats of harm to student(s), possessions, or others; and/or
11. cyber-bullying.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue, would constitute bullying, to their teacher or Campus Director/Headmaster. The report may be made anonymously. Teachers and other school staff who have witnessed or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the Campus Director/Headmaster. Parents may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the Campus Director/Headmaster. The Campus Director/Headmaster shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action and could include expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the Student Code of Conduct which may have simultaneously occurred.

Notice of what constitutes bullying, the school's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, and auditorium. Parents, students, school volunteers, and staff shall be given copies of the notice.

### **Cheating/Plagiarism**

"Cheating/Plagiarism" is defined as dishonest or other unacceptable efforts to improve a student's grade or to unfairly take academic advantage of the work of others; the use of someone else's words, wording, or ideas and claiming them as your own.

### **Cyber-bullying**

"Cyber-bullying" is defined as the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student or school staff.

### **Destruction of School Property**

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him or herself, as well as to the student body in general.

Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures. Students found to have intentionally, knowingly, or recklessly damaged or destroyed school property may be refused admittance to school or school-sponsored functions until full restitution has been made for such damages.

### **Detention Violation**

"Detention Violation" is defined as failure to attend assigned detention or to comply with the rules and regulations established for detention.

### **Disrespect**

"Disrespect" is defined as rudeness, name-calling, inappropriate gestures, or other actions intended to show lack of respect for any student or school staff.

### **Disorderly Conduct**

Any interference with the proper conduct of a school, a school activity, an individual class; bomb threats; false alarms; attempts to prohibit or discourage attendance by others at school or a school activity; attempts to encourage others to violate school rules or policies; and refusal to identify others engaged in unlawful or disruptive acts or to otherwise fail to divulge information regarding such acts.

### **Extortion**

"Extortion" is defined as subjecting another person to verbal or physical threats (stated or implied) in an effort to obtain money or other materials or services of value.

### **Failure to Identify**

"Failure to Identify" is defined as refusal to provide proper identification, or providing false identification, to school staff.

### **Fighting**

"Fighting" is defined as a disagreement between two or more students which leads to physical contact. Unless school staff can establish that one or more students involved did nothing to provoke the disagreement and attempted to avoid the conflict, all students involved will be held equally accountable.

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. the student provokes, invites, or encourages the use of physical force by another person;
2. the student has an opportunity to avoid physical force or to inform school staff of the threatened use of force;
3. the student uses physical force after the other party abandons or attempts to abandon a fight or confrontation;
4. the student does not attempt to walk away from a confrontation; or
5. the student does not attempt to get help from school staff.

## **Fireworks**

"Fireworks" is defined as possession or use of any explosive or decorative pyrotechnic device on school property or at a school activity.

## **Gambling**

"Gambling" is defined as games of chance conducted at school or at a school activity (except as a part of regular classroom instruction) where money or other valuables may be won or lost.

## **Gang-related Activities**

"Gang-related Activities" is defined as any violation of the following Anti-Gang policy.

The school recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. It is therefore the policy of the Board of Trustees that gangs and gang activities are prohibited in the school.

A "Gang" is defined as any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school.

A "Gang-related or Gang-like Activity" includes, but is not limited to, the prohibited conduct set forth below.

No student on or in the vicinity of school property or at school-related activities on or off school grounds shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidences or reflects membership in or affiliation with any gang;
2. engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang; or
3. engage in any act in furtherance of the interests of any gang or gang activity including, but not limited to:
  - a. soliciting membership in, or affiliation with, any gang;
  - b. soliciting any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;

- c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
- d. engaging in violence, extortion, or any other illegal act or other violation of school policy; or
- e. soliciting any person to engage in physical violence against any other person.

"Wannabees" are groups of youth not affiliated with recognized gangs but who engage in gang-like activities and/or mimic gang behavior. "Wannabees" will be dealt with as gangs under terms of this policy.

In determining whether acts, conduct, or activities are gang-related, school staff are encouraged to work closely with local law enforcement officials. Students who violate this policy shall be subject to the full range of school disciplinary measures, including expulsion up to one calendar year, in addition to applicable civil and criminal penalties.

## **Harassment/Hazing**

"Harassment/Hazing" is defined as annoying, ridiculing, or humiliating another person by words or actions.

Students must not engage in harassing behavior directed toward another student.

Students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school encourages parental and student support in its efforts to address and prevent harassment in any form in schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or with their Campus Director/Headmaster.

A student who believes he or she has been harassed by another student or by school staff is encouraged to report in writing the incident to the Campus Director/Headmaster. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the Campus Director/Headmaster in accordance with the school grievance procedure

(see "Student or Parent Complaints and Concerns," p. 61).

## **Harmful Drugs**

The use of "Harmful Drugs" poses a serious threat to the physical, psychological, and emotional health of individuals, their families, and their communities. In recognition of this fact, the school enforces this policy.

The term "Harmful Drugs" includes, but is not limited to, all those substances considered to be marijuana, dangerous drugs, narcotics, depressants, stimulant substances, controlled substances, and simulated controlled substances listed in the state and federal codes covering the possession, sale, and use of such controlled substances, drugs, and narcotics. The term also includes all forms and species of the plant substance known as marijuana as well as any abusable chemical substance used for inhalation such as glue, aerosol paint, thinners, etc.

Any student found to have had a harmful drug in his or her possession, or found to have been under the influence thereof while in school or while a participant in or spectator at a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. A student is considered "In Possession" if he or she has contact with a harmful drug regardless of the amount of time it is in the student's possession. If a student becomes in possession of a harmful drug, he or she needs to immediately inform an adult on campus. Those students involved in selling or distributing a harmful drug while in school or while a participant in or spectator at a school-sponsored event will be subject to disciplinary penalties in accordance with the Student Code of Conduct. Other sanctions may include completion of a drug rehabilitation program or referral for prosecution.

A student may not keep in his or her possession any medication, even medication for which he or she has a prescription (see "Medication Policies," p. 17). Failure to comply may result in Level II discipline.

## **Inciting to Riot**

"Inciting to Riot" is defined as the act or conduct that results in a riot or that urges others to commit acts of force and violence or participation in a disturbance at school or school-related activities.

## **Inappropriate Display of Affection**

"Inappropriate Display of Affection" is defined as physical contact between students which violates standards of propriety, good taste, or rules and regulations established by the school.

## **Indecent Exposure**

"Indecent Exposure" is defined as clothing (or lack of clothing) which exposes the body in an immodest manner which does not meet common standards of decency and good taste.

## **Insensitivity to Others**

Inappropriate verbal or physical behavior that is motivated due to race, ethnicity, culture, gender, or disabilities will not be tolerated.

## **Insubordination**

"Insubordination" is defined as willful and intentional refusal to obey any reasonable request from school staff.

## **Look-alike Substances or Objects**

A "Look-alike Substance or Object" is defined as a legal substance or object which appears to be, may be mistaken for, or is represented as a substance or object which, if authentic, would be prohibited at school or at school activities.

## **Mob Action**

"Mob Action" is defined as two or more students attacking or threatening a single student; two or more students acting "as one" to break rules, disrupt the school, etc.

## **Profane or Obscene Language or Gestures**

"Profane or Obscene Language or Gestures" are defined as language or gestures (directed at students or adults) which violate common standards of decency and good taste.

## **Harassment**

Any unwanted and unwelcome verbal or physical conduct directed toward another student or school staff. Examples can include: petting, pinching, grabbing, indecent gesture, sexual remarks, jokes, innuendoes, photographs, illustrations, cartoons, or making someone the target of sexual rumors. All students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by school staff. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by school staff may be presented in writing by a student and/or parent in a conference with the Campus Director/Headmaster or designee or with the school Title IX Coordinator. Students who believe they are the subjects of sexual harassment by other students or school staff should report the incident immediately to a teacher, the Campus Director/Headmaster, or the Title IX Coordinator. School staff members who receive complaints of sexual harassment are to report the matter as soon as practically possible to the Campus Director/Headmaster, the Title IX Coordinator, or staff with the authority to undertake investigations of sexual harassment complaints.

The name, office address, and telephone number of the Title IX Coordinator is Mr. Curtis Shack, 1815 Rahling Road, Little Rock, Arkansas 72223, (479) 282-9971.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with Board Policy.

## **Sexual Behavior**

Defined as any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature. - Mutual sexual acts including sexual intercourse, fondling, and nudity.

Also includes viewing and or distributing pornographic material.

## **Social Media**

Responsive Education Solutions® social media sites are intended to serve as informational outlets for the community. Inaccurate, threatening and/or inappropriate posts involving ResponsiveEd social media accounts may be reported to the relevant social media provider and law enforcement authorities. ResponsiveEd students involved in such behavior are subject to disciplinary action.

## **Personal Electronic Device\Technology Use Violation**

Students are prohibited from using a telecommunications device, including a cellular

telephone or other electronic devices (unless otherwise issued by the school for the purpose of instruction), within a school building before or during school hours or on a school campus during school hours, and devices are to remain off during the school day. Devices that are on and/or cause a disruption during the school day will be confiscated. The school will not be responsible for damage, loss, or theft of these items.

Any student refusing to give the device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. The campus is not responsible for damage that may occur to a confiscated device while awaiting pick up from a student or parent.

Campus Directors/Headmasters shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

**Refer to the Campus Procedures for specific procedures relating to the confiscation of devices (p. 51).**

## **Terroristic Threat**

“Terroristic Threat” is defined as the act of threatening to cause death or serious physical injury to another person or substantial damage to school property with the purpose of terrorizing another person. Includes threats to kill or to cause serious physical injury to another person.

## **Theft**

“Theft” is defined as stealing school or personal property from school staff or other students while on a school campus or at a school-related activity.

## **Threats**

“Threats” are defined as oral or written promise to cause harm or bodily injury to another student, an employee, or school property.

## **Tobacco/ e-Cigarettes/ Vaping Devices**

Matches, lighters, etc., are not permitted at school or at school-related functions. A student is considered “In Possession” if he or she has contact with tobacco or tobacco products, regardless of the amount of time it is in the student’s possession. If a student becomes in possession of tobacco or a tobacco product, he or she needs to immediately inform an adult on campus.

Smoking and using smokeless tobacco, e-cigs, vapor devices, or tobacco products is not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property.

### **Attendance Policy Violation**

**Attendance Policy Violation** Any absence of part of a day, or all of a day, or for more than one day from school which the school attendance officer, principal, parent, or guardian is not aware for the purpose of defeating the intent of compulsory education.

### **Unapproved Petitions and Other Printed Matter**

“Unapproved Petitions and Other Printed Matter” is defined as the distribution of printed materials not approved in advance by the Campus Director/Headmaster.

The Campus Director’s/Headmaster’s sole basis for denying such distribution will be a sincere belief that possession or distribution of the materials will cause substantial disruption of school activities because of obscene or libelous language, personal attacks, or the method or time of distribution.

### **Unlawful Assembly**

“Unlawful Assembly” is defined as two or more students assembling with the intent to commit an unlawful act.

### **Vehicle Violations**

“Vehicle Violations” is defined as any unsafe, reckless, or otherwise inappropriate operation of an automobile, truck, motorcycle, bicycle, skateboard, or other vehicle on school property, or traveling to or from school.

### **Weapons Violations**

A student shall not possess, exhibit, use, or threaten to exhibit or use any firearm, explosive weapons, knife, or materials that could be used as a weapon to inflict physical harm or damage to persons or property on school property or at any school-related function, whether on or off school property. A student is considered “In Possession” if he or she has contact with a weapon regardless of the amount of time it is in the student’s possession. If a student becomes in possession of a weapon, he or she needs to immediately inform an

adult on campus. Weapons include, but are not limited to:

1. BB gun;
2. billy-club;
3. blackjack;
4. box cutter;
5. brass knuckle;
6. dirk;
7. explosives;
8. firearm: any device designed, made, or adapted to expel a projectile by the action of an explosive; or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or components that can readily be assembled into such a device;
9. fireworks;
10. ice pick;
11. knife;
12. look-alike weapons;
13. martial arts implement;
14. pellet gun;
15. pepper spray, mace, or similar chemical agents;
16. pump gun;
17. razor;
18. sap;
19. spear in a cane;
20. stun gun;
21. sword;
22. unauthorized tools; or
23. any other instrument that is specifically designed, made, or adapted, or is capable of inflicting physical injury to another person.

## **Offenses and Consequences**

### **Level I: Major Offenses**

#### ***Examples (not inclusive list):***

1. Being in an unauthorized area
2. Bullying (nonviolent) (see “Bullying,” p. 34)
3. Computer system violations (see “Computer Resources, Web Learning Tools, and Network Services Acceptable Use Guidelines,” p. 58)

4. Cyber-bullying (nonviolent) (see "Cyber-bullying," p. 35)
5. Disrespect (see "Disrespect," p. 35)
6. Distribution of unapproved petitions and other printed matter (see "Unapproved Petitions and Other Printed Matter," p. 39, and "Student Publications," p. 11)
7. Failure to complete assigned homework
8. Failure to comply with directives of school staff (insubordination)
9. Failure to comply with school dress code policies (see "Dress Code," p. 5)
10. Failure to identify (see "Failure to Identify," p. 35)
11. Failure to leave campus within 30 minutes of school dismissal (unless involved in an activity under the supervision of school staff)
12. Failure to report known hazing, harassment, or bullying of students
13. Harassment/hazing (nonviolent) (see "Harassment/Hazing," p. 36)
14. Inappropriate display of affection (see "Inappropriate Display of Affection," p. 37)
15. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense
16. Insensitivity to others (see "Insensitivity to Others," p. 37)
17. Insubordination (see "Insubordination," p. 37)
18. Mob action (nonviolent) (see "Mob Action," p. 37)
19. Persistent tardiness (tardy, without excuse, on four or more days within a period of 45 rolling school days) (see "Tardiness," p. 12)
20. Possessing matches, lighters, etc.
21. Truancy (see "Truancy," p. 38, "Attendance Policy," p. 1, and "Leaving Campus During the School Day," p. 8)
22. Using a skateboard, scooter, and/or roller blades while on campus (see "Skateboards," p. 10)
23. Using any telecommunications or other electronic devices, without permission, during school hours (see "Telecommunications or Other Electronic

- Devices," p. 38, and "Cell Phones and Other Electronic Devices," p. 2)
24. Vehicle violations (see "Vehicle Violations," p. 39, and "Parking Regulations," p. 8)
- Appropriate Disciplinary Actions:**
1. Behavioral contracts or individually developed behavior management plans
  2. Classroom management techniques
  3. Community service
  4. Cooling-off time or "time-out"
  5. Counseling by teachers or Campus Director/Headmaster
  6. Demerits
  7. Detention
  8. Fee for the return of telecommunications device that has been confiscated
  9. In-school suspension up to 1–10 days
  10. Parent contracts to restrict home privileges
  11. Parent observations in student's classes
  12. Parent conference with teacher or Campus Director/Headmaster
  13. Peer mediation
  14. Placement in another appropriate classroom
  15. Restitution/restoration, if applicable
  16. Saturday school
  17. Seating changes within the classroom
  18. Temporary or permanent confiscation of items that are prohibited and/or disrupt the educational process
  19. Withdrawal of privileges, such as parking privileges, participation in extracurricular activities, eligibility for seeking and holding honorary offices, membership in school-recognized clubs or organizations, etc.

Disciplinary actions may be used individually or in combination for any offense.

*No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a consequence for unacceptable conduct.*

## **Level II: Discretionary Suspension**

### **Examples (not inclusive list):**

1. Abuse of students (see "Abuse," p. 33)

2. Bullying (violent) (see "Bullying," p. 34)
3. Cheating/plagiarism (see "Cheating/Plagiarism," p. 35)
4. Cyber-bullying (violent) (see "Cyber-bullying," p. 35)
5. Detention violation (see "Detention Violation," p. 35)
6. Disruptive behavior not defined as a Level III or IV offense (see "Disruptive Behavior," p. 35)
7. Failure to comply with conditions of in-school suspension placement
8. Failure to comply with school medication policies (see "Medication Policies," p. 17)
9. Fighting (see "Fighting," p. 35)
10. Gambling (see "Gambling," p. 35)
11. Gang-related activity (nonviolent) (see "Gang-related Activities," p. 36)
12. Harassment/hazing (violent) (see "Harassment/Hazing," p. 36)
13. Mob action (violent) (see "Mob Action," p. 37)
14. Persistent Level I offenses (two Level I offenses within a period of 45 rolling school days)
15. Possessing ammunition
16. Possessing or selling "look-alike" drugs (see "Look-alike Substances or Objects," p. 37)
17. Possessing, transferring, or using tobacco or tobacco products (see "Tobacco," p. 38)
18. Possessing, using, or distributing non-prescription or prescription medication without authorization from the school nurse
19. Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual nature in any media format
20. Profane or obscene language (orally or in writing) or gestures (see "Profane or Obscene Language or Gestures," p. 37)
21. Refusing to allow student search
22. Sexual harassment (see "Sexual Harassment," p. 37)
23. Sexual misconduct (see "Sexual Misconduct," p. 38)
24. Theft (see "Theft," p. 38)
25. Threats (see "Threats," p. 38)
26. Throwing object not considered an illegal weapon that can cause bodily injury or property damage
27. Posting inappropriate or disparaging remarks, pictures, videos, or links to any ResponsiveEd managed social media site
28. Self-harm, including but not limited to severe scratching, branding, cutting, self-hitting, burning, and biting

***Appropriate Disciplinary Actions:***

1. Level I disciplinary techniques
2. Out-of-school suspension for up to 10 days

Disciplinary actions may be used individually or in combination for any offense.

**Level III: Mandatory Suspension and Discretionary Expulsion**

***Examples (not inclusive list):***

1. Assault or attempted assault (physical) of students (see "Assault," p. 33)
2. Destruction of school property (see "Destruction of School Property," p. 35)
3. Gang-related activity (violent) (see "Gang-related Activities," p. 36)
4. Indecent exposure (see "Indecent Exposure," p. 37)
5. Persistent Level I offenses (four Level I offenses within a period of 45 rolling school days)
6. Persistent Level II offenses (two Level II offenses within a period of 45 rolling school days)
7. Possessing or transferring of drug related paraphernalia as defined by Arkansas law (see "Paraphernalia," p. 33)
8. Possessing, using, or being under the influence of alcoholic beverages (see "Alcoholic Beverages," p. 33)
9. Possessing, using, or being under the influence of harmful drugs (see "Harmful Drugs," p. 36)
10. Possessing, selling, distributing, or under the influence of a Harmful Drug (see "Harmful Drugs," p. 36)
11. Posting any vulgar, grossly inappropriate, or illegal remarks, pictures, videos, or links on any ResponsiveEd managed social media site

***Appropriate Disciplinary Actions:***

1. Out-of-school suspension for up to 10 days
2. Expulsion for one calendar year

**Level IV: Mandatory Expulsion**

***Examples (not inclusive list):***

1. Abuse of school staff (see "Abuse," p. 33)
2. Arson (see "Arson," p. 33)

3. Assault or attempted assault (physical) of school staff (see "Assault," p. 33)
4. Battery (see "Battery," p. 33)
5. Bomb threat (see "Bomb Threat," p. 33)
6. Extortion (see "Extortion," p. 35)
7. Felony violations not already referenced in the Student Code of Conduct
8. Inciting to riot (see "Inciting to Riot," p. 37)
9. Possessing a weapon (see "Weapons Violations," p. 39) or a look-alike weapon (see "Look-alike Substances or Objects," p. 37)
10. Selling and/or distributing alcoholic beverages (see "Alcoholic Beverages," p. 33)
11. Selling and/or distributing harmful drugs (see "Harmful Drugs," p. 36) or look-alike harmful drugs (see "Look-alike Substances or Objects," p. 37)
12. Terroristic threat (see "Terroristic Threat," p. 38)
13. Unlawful assembly (see "Unlawful Assembly," p. 39)

***Appropriate Disciplinary Actions:***

1. Expulsion for one calendar year

**Conferences, Hearings, and Appeals**

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All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and school policy.

**Suspension Process**

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In addition to the above list of Student Code of Conduct violations, the Campus Director/Headmaster has the authority to suspend a student for any of the following additional reasons:

1. the need to further investigate an incident,
2. a recommendation to expel the student, or
3. an emergency constituting endangerment to health or safety.

**Prerequisites to Suspension**

Prior to suspending a student, the Campus Director/Headmaster must attempt to hold an informal conference with the student to:

1. notify the student of the accusations against him or her;
2. allow the student to relate his or her version of the incident, and
3. determine whether the student's conduct warrants suspension.

### **Notification to Parents**

If the Campus Director/Headmaster determines the student's conduct warrants suspension during the school day, the Campus Director/Headmaster will make reasonable effort to notify the student's parents that the student has been suspended before the student is sent home. The Campus Director/Headmaster will notify a suspended student's parents of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Campus Director/Headmaster.

### **Credit During Suspension**

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

## **Expulsion Process**

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### **Hearing**

Students alleged to have committed an expellable offense will receive a hearing before the Campus Director/Headmaster within one to five days following the alleged misconduct. Prior to the hearing, the school will send a written notice to the student and the student's parents, including:

1. the basis for the proposed expulsion;
2. the date, time, and location of the hearing; and
3. the right of the student, at the hearing, to:
  - a. be present;
  - b. be accompanied by his or her parents;
  - c. be represented by any adult representative, including legal counsel;
  - d. present evidence, call witnesses, and testify; and
  - e. be informed of the school's evidence.

After making a good faith effort to inform the student and the student's parents of the time and place of the hearing, the school shall hold the hearing regardless of whether the student, the student's parents, or another adult representing the student attends. The Campus Director/Headmaster shall audio record the hearing.

### **Expulsion Order**

At the conclusion of the hearing on expulsion, the Campus Director/Headmaster will notify the student and the student's parents of his or her decision. If the outcome of the expulsion hearing is that the student will be expelled, the Campus Director/Headmaster will enter an expulsion order and provide a copy to the student and the student's parents specifying:

1. the length of the expulsion;
2. the procedures for re-admittance at the end of the expulsion period, if applicable; and
3. the right to appeal the Campus Director's/Headmaster's decision.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

### **Appeals**

The student or a parent may appeal the decision of the Campus Director/Headmaster before the original 10-day suspension expires in accordance with the school grievance procedure (see "Student or Parent Complaints and Concerns," p. 61).

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion.

### **Effect of Student Withdrawal**

If a student withdraws from the school before the expulsion hearing is conducted or an expulsion order is entered, the school may continue with the proceedings and enter an order. If the school fails to enter an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order.

### **No Credit Earned**

Except when required by law, students will not earn academic credit during a period of expulsion.

### **Suspension/Expulsion Requirements for Special Education**

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A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Trustees for more than ten days without ARD Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, unless the school and parents agree otherwise, a student with a disability shall remain in the present education setting.

### **Emergency Removal**

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If a Campus Director/Headmaster reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of the school or a school-sponsored activity, the Campus Director/Headmaster may order immediate removal of the student. Immediate suspension may be imposed by a Campus Director/Headmaster or designee if they reasonably believe such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

### **Placement of Students with Disabilities**

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All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.