

CODE OF CONDUCT/ DISCIPLINE POLICY

The objective of the Prep Charter High School discipline policy is twofold. First, it is to ensure the maintenance of an orderly school environment that is conducive to student learning. Second, it is to teach students to be proactive and to take responsibility in all types of situations. Students who disrupt the education of others will be subject to disciplinary sanctions including but not limited to permanent expulsion. The Prep Charter discipline code maintains due process at each step in the disciplinary process. The authority of any professional staff member shall extend over each student, whether or not school is in session, and whether or not the function is on school property. Discipline records are kept in confidential files in the school office.

School Offenses and Consequences:

The following guidelines provide examples of infractions in each of the three levels of discipline and a range of appropriate responses to promote student discipline. The examples are not all-inclusive but are intended to provide students, parents/guardians and faculty with a general idea of the seriousness of particular infractions and the levels of response that can be expected. The actual response to a particular incident will be determined by the specific situation in which the incident occurred at the discretion of the administrator. A Misbehavior Pyramid Model is also included in the back of this handbook for more details regarding infractions and consequences (Appendix ii).

The breach of discipline within the schools will fall into two major classes of offense:

1. Violation of the Student Code of Conduct (see Levels 1, 2 & 3); or
2. Violation of the Student Code of Conduct, which may also be a violation of the law (see Level 4).

Level I Offenses

Level I Offenses are actions that negatively impact Prep Charter's high achievement culture and community of safety, respect, and cooperation. Level I Offenses include, but are not limited to, the following list.

- 101 Unexcused lateness:** Arrival after the bell rings for the start of any class without a pass.
- 102 Disrespectful Speech or Actions:** Inappropriate language or actions directed at a teacher or fellow student.
- 103 Contraband:** Eating and/or drinking are not allowed in class (with the exception of water). Students may eat lunch in their teacher's classroom provided that they have permission from their teacher and a hall pass.
- 104 Classroom Misbehavior/ Disruption:** Any behavior which distracts students and prevents a teacher from maintaining an environment conducive to learning. These behaviors may include disruptive outbursts, talking while others are talking, throwing objects, inappropriate gestures and sounds, and frequent or lengthy departures from the classroom,
- 105 Disrespect of Property:** Failure to pick up after yourself and/or the disrespecting of school property.
- 106 Disobedience of Rules:** Failure to cooperate and follow any rules set forth by an individual teacher in their classroom;

Response by school: Teachers will enter the infraction into PowerSchool and will implement at least two of the following:

- Verbal redirection
- Teacher after-school detention
- Parent contact and/or parent conference
- Teacher-student restorative conference
- Restorative writing assignment
- Academic penalty
- Contact IEP Case Manager or Counselor
- Contact with coach or extracurricular sponsor
- Contact Dean of Students

Level II Offenses:

Level II Offenses involve actions that significantly impact Prep Charter's high achievement culture and community of safety, respect, and cooperation. Level II Offenses include, but are not limited to, the following list.

- 201 Out of Uniform:** This includes, but is not limited to unapproved clothing or inappropriate footwear. *Repeated requests to comply with the uniform policy, or inability to comply with the uniform policy, will result in immediate removal from the classroom or hallway.
- 202 Phone (or other electronics):** Students are not permitted to use mobile phones, iPods or music devices, video game devices, laser pointers, etc. in the classroom or hallways. All devices shall be completely turned off (not in vibration mode) and secured in the student's locker or school bag during school hours. Such devices should not be visible within the classroom, hallways, bathrooms or the cafeteria. If observed by staff members, the item(s) may be confiscated.
- In addition:
- The confiscation of electronic devices may result in return to a parent/guardian during an appointment or routine time dedicated to such matters.
 - Prep does not accept any responsibility for the loss of students' electronic equipment due to theft or other loss. In addition, Prep will not be responsible for damage to or the loss of a nuisance device that is confiscated by staff.
 - The accrual of (2) cell phone violations will result in an in-school suspension, three (3) cell phone violations, will result in the mandatory assignment of a cell phone check-in contract.
- 203 Repeated Classroom Misbehavior:** The continuation of repeated classroom misbehaviors after being addressed by a teacher; These behaviors may include disruptive outbursts, talking while others are talking, throwing objects, inappropriate gestures and sounds, and frequent or lengthy departures from the classroom.
- 204 Failure to correctly identify one's self.**
- 205 Obscene gestures or profanity:** Language or actions that are directed at either fellow students, or any staff member.
- 206 Repeated Level I Offenses:** The student has had multiple Level I offenses (3 or more) and the negative behavior or actions are still repeated.
- 207 Failure to report to a teacher detention.**
- 208 Skipped Tardy Detention**
- 209 Walking out of class without teacher permission:** Leaving a classroom or any other area of the school without permission from the teacher or administrator that is supervising the student at that time.

Response by school: Administrator and/or teacher will enter the infraction into PowerSchool and an administrator will implement the following:

- Administrative after-school detention/ Lunch detention
- Parent contact and/or parent conference
- Teacher-student restorative conference
- Restorative Practices (mediation, written assignment, meeting, etc.)
- Contact IEP Case Manager or Counselor
- Contact with coach or extracurricular sponsor
- Loss of privilege
- Referral to Tier II of the PBIS program.
- Behavioral Program if repeated infractions.
- In-school suspension

Level III Offenses:

Level III Offenses involve actions that greatly impact Prep Charter's high achievement culture and community of safety, respect, and cooperation. Level III Offenses include, but are not limited to, the following list.

- 301 **Physical Aggression:** Physical contact (e.g., pushing, shoving, hitting, and slapping) involving one or more offenders where no student is injured. The incident is immediately stopped due to staff physical intervention and does not elevate to a Level IV Offense (e.g., fighting, simple assault).
- 302 **Pre-fight:** Threatening words or actions intended to provoke a violent reaction, including posturing, "getting in their face," or violating personal space, where staff physical intervention is necessary to de-escalate the situation.
- 303 **Provocation:** Argumentative words, not actions, intended to provoke a violent reaction where staff members are able to de-escalate the situation without the use of a physical presence.
- 304 **Inciting Violence:** Watching, encouraging, filming or instigating a pre-fight/fight before, during, or after school or through the use of any form of social media is prohibited. It is our belief that bystanders play a role in escalating violence; therefore, anyone watching a fight has an obligation to de-escalate the situation by staying calm, remaining nonpartisan, and seeking help.
- 305 **Inappropriate Behavior towards Students:** Harassing another member of the community through the use of profanity, name calling, or any other disrespectful language or gestures without the intent to provoke a violent reaction.
- 306 **Insubordination:** This includes, but is not limited to, directing the use of overtly loud, profane or disrespectful words and/or actions towards a staff member (e.g., "cursing out" a staff member, screaming about extreme disdain for class or school, and/or using obscene hand gestures), ignoring any and all redirection, walking/running away from staff, or refusing to cooperate in any manner with a staff members' requests.
- 307 **Plagiarism, Forgery, Cheating:** Plagiarism is using, without permission, the ideas and writings of another, either word for word or in substance, and representing such as one's own. Forgery is the signing of a document in another's name. Cheating includes deceit, fraud, or deception (e.g., copying another's assignments, assisting another to cheat by lending one's own work, and giving or receiving aid during a testing period).
- 308 **Cutting Class:** Cutting includes skipping scheduled or rostered activities as well as presence in the hallway, bathroom or nurses office without an approved pass or for a period in excess of 20 minutes without approval from a staff member.
- 309 **Damaging or Stealing (Misdemeanor):** Damage to or stealing of any property valued at \$50.00 or less.
- 310 **Contraband Possession:** Possession of any flammable paraphernalia without the intent to use (e.g., lighters, matches, stink bombs, poppers, etc.).
- 311 **Misuse of Technology:** Execution of any prohibited activity, as specified in detail under the "Student Technology Policy" section, such as viewing or transmitting profanity, vulgarities or other inappropriate language, or images; entering online chat rooms; or changing proxy, automatic configuration, or messaging settings.
- 312 **Truancy:** Students are required to communicate with a staff member or administrator before leaving the school premises or career development site. Students must sign out in the office and have verbal confirmation that they are allowed to leave. Failure to notify a staff member will result in a truancy marked in their attendance record as well as a Level III consequence.
- 313 **Bullying:** First offense for electronic, written or cyberbullying, second offense for physical or verbal bullying that includes any direct or indirect actions where aggressive behavior or intentional harm is carried out repeatedly over time within an interpersonal relationship where there is an imbalance of power (e.g. one person is physically larger, stronger, mentally quicker or socially more powerful). If the bullying behavior continues once addressed as a Level III Offense, it will be referred as a Level IV Offense. (See

Bullying Policy for additional information).

314 Repeated Level I and/or Level II Offenses: The student has had multiple Level I and/ or Level II offenses (5 or more) and the negative behavior or actions are still repeated.

Response by school: Administrator and/or teacher will enter the infraction into PowerSchool and an administrator will implement two of the following:

- Administrative after-school detention/ Lunch detention
- Parent contact and/or parent meeting (restorative conference, collaborative problem solving, or family group decision-making).
- Teacher-student restorative conference
- Restorative Practices (mediation, written assignment, meeting, etc.)
- Contact IEP Case Manager or Counselor
- Contact with coach or extracurricular sponsor
- Meeting with school administrator
- Loss of privilege
- In-school suspension ranging from 1 to 4 blocks depending upon the infraction
- Referral to Tier II/III of the PBIS program.
- Behavioral Program if repeated infractions
- Out-of-school suspension from one (1) to ten (10) days

Level IV Offense:

Level IV Offenses involve actions that are very serious infractions of our Code of Conduct and may be criminal violations of Pennsylvania law. When a Level IV Offense occurs, Prep Charter may report the incident to the state of Pennsylvania, and it will become part of the student’s permanent record. Level IV Offenses include, but are not limited to, the following list.

401 Firearm, Weapon or Dangerous Instrument: Any person found or observed on school property or at a school-sponsored event in possession of a firearm, weapon, or dangerous instrument (e.g., BB gun, bullet, pistol, rifle, gun, disguised gun, dagger, switchblade, knife, box, cutter, paintball gun, dart gun, pepper spray or other noxious sprays, explosive or incendiary bomb or other instrument, material or device that can cause physical injury, etc.) must immediately be reported to the principal. Law enforcement officials shall be informed.

402 Threatening a Fellow Student or Staff Member: The use of a physical, verbal, written, electronic threat or intimidation intended to unlawfully place another person in fear of bodily harm, without displaying a weapon or subjecting the person to actual physical attack. This also includes stalking (i.e., secretly or stealthily pursuing another and/or spying on or watching another person, with or without the intent to harm, frighten, or coerce).

403 Fighting: Physical aggression between two or more students that escalates into punching, wrestling, knocking down, and/or damaging/destroying property. This form of physical aggression typically lasts more than a few seconds and is not easily broken up.

404 Assault: An unlawful physical attack by one person upon another.

405 Sexual Harassment: Prep Charter recognizes that harassment on the basis of sex is a misbehavior of federal and state discrimination laws and that these laws apply to students and employees. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and

physical conduct of a sexual nature when:

- Submission to such conduct is made a condition of a student's status in a course or academic program;
- Such conduct interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment; and/or
- Submission to or rejection of such conduct is used as the basis for academic decisions.
- Forms of sexual harassment include, but are not limited to, the following: derogatory comments, jokes, or slurs; sexually-oriented sounds or remarks; uninvited, unnecessary, or offensive touching, pinching, patting, grabbing; brushing against another person's body, or impeding/blocking movement; and derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures

- 406 Inappropriate Sexual Behavior or Sexual Misconduct:** Consensual sexual advances, requests for sexual favors, or verbal and physical conduct of a sexual nature on school property; Attempting or carrying out a sexual act with oneself or another person, whether it is consensual or non-consensual. Depending on the nature of the incident, law enforcement officials may be informed.
- 407 Gambling:** Betting or wagering for money, favors, or fun. The severity of the disciplinary action will be based upon the circumstances of the infraction and could include expulsion from school. Repeated or serious misbehaviors may also result in the filing of criminal charges as deemed appropriate by the school.
- 408 Possessing and/or using tobacco products, drugs or alcohol:** The use of these items in any form, including but not limited to, controlled or uncontrolled substances, or possessing paraphernalia is prohibited anywhere within the school building or school grounds (See **Controlled Substance Policy** for further information).
- 409 Damaging or Stealing:** Damage to or stealing of any property valued at \$50.00 or more.
- 410 Terroristic Threats:** A Student commits the infraction of terroristic threats if the student communicates, either directly or indirectly, a threat to:
- (1) commit any crime of violence with intent to terrorize another;
 - (2) cause evacuation of a building, place of assembly or facility of public transportation; or
 - (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.
- 411 Trespassing:** Entering the building after the security checkpoint has been closed without proper permission from a Prep Charter Staff Member; This also includes enabling the entry of Prep Charter Students or Non-Prep Charter Students into the building without the permission of a Prep Charter Staff Member.

Response by school: Administrator and/or teacher will enter the infraction into PowerSchool. The severity of the disciplinary action will be based upon the circumstances of the infraction and could include result in the filing of criminal charges as deemed appropriate by the school. If a Level IV incident occurs the following consequences may be assigned:

- The parent/guardian will be notified,
- The student will be removed immediately from school during the school investigation.
- The student will face an out-of-school suspension lasting one (1) to ten (10) days.
- The loss of privileges which may include exclusion from social functions including prom and any or all graduation activities and ceremonies.
- The requirement to participate in an approved diversion program.
- Depending on the severity of the offense, the student may face a disciplinary hearing which will be at the discretion of the CEO or Board Hearing Officer. Possible outcomes of a Disciplinary Hearing include:
 - the return to the community,

- the return to the community under contract,
- a recommendation for expulsion.