

School Student/Parent Handbook and Code of Conduct

Our commitment is to provide quality education as well as ensuring a safe and secure environment for our learners regardless of the disruptions and challenges that apprise our community. In this regard, the school board, administrators, faculty, and staff have prepared this Student/Parent Handbook and Code of Conduct for ensuring the standard in the development of students and maintenance of a proper standard of an academic environment that is healthy for everyone. This handbook and code of conduct shall be the framework that sets the guidelines for discipline in pursuit of the school's academic excellence. This code of conduct serves as well as an information guideline for the school rules regarding student behavior and sets the standards which are acceptable and which are not.

INTRODUCTION

The school expects the students to comply with the proper conduct and behavior all the time. The student's failure shall be subject to disciplinary action that is afforded in this handbook.

This Code of Conduct applies to all students while in attendance at school, going to school, going home from school, during online school sessions wherever the student may be during class sessions, and in all cases where the conduct of the student may affect the School. This Code of Conduct shall also apply in cases where the student may present a threat to the health, safety, and welfare of fellow students which may include, but not limited to:

- Sexual offenses
- Possession of dangerous weapons
- Possession of prohibited or regulated substances
- Acts of violence

Expectations

School is an educational institution designed to teach students the knowledge that prepares them for the societal challenges in life and survival while living in a morally and productive manner. In order to achieve this, students are expected to:

- Attend school regularly
- Participate in class activities
- Be punctual
- Accept responsibilities in his or her behavior
- Abide by the school rules and regulations
- Follow the instructions of teachers
- Show respect to all teachers, staff, and fellow students

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FIRST LEVEL MISCONDUCT

First level misconduct on the part of the student is misconduct that hinders in the orderly procedures of classes or interferes with the operation of classes by teachers. The following are considered, among others, as First Level Misconduct:

- Initial classroom tardiness
- Initial tardiness
- Initial class cutting
- Loitering
- Misuse of electronic devices
- Failure to complete an assignment
- Failure to follow procedures for or in:
 - Within school premises
 - Field trips
 - Failure to follow reasonable instructions
 - Any form or act of distraction
 - Failure to comply with dress policy
 - Any act of improper conduct or disruptive behavior

The following disciplinary actions shall be meted by the student that has committed acts that fall under the First Level Misconduct:

1. Verbal reprimand
 2. Parent conference
 3. Behavioral agreement
 4. Peer mediation
 5. Guidance Counseling
 6. Detention
 7. Confiscation of object or device
 8. After school detention *
 9. Saturday detention (High School only) *
 10. Exclusion from extracurricular activities *
- * After consultation with a building administrator

PROCEDURES FOR FIRST LEVEL MISCONDUCT

In the event that a student committed acts that fall under First Level Misconduct, immediate intervention shall be made by the school. A repeat of such misconduct shall require a conference with the teacher and the parents of the student. Each misconduct shall be recorded in the student's record and shall be kept in file during the school year. A continuance of the student's behavior after exhausting all remedies for correction shall be moved to Second Level misconduct consideration.

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SECOND LEVEL MISCONDUCT

Second Level misconducts are those that have been committed by students that are frequent or those acts seriously disrupt the learning environment or the school community or class within or outside the school premises.

The following are examples of Second Level Misconduct:

- Frequent acts under First Level misconduct
- Abusive, or use of offensive and/or obscene language
- Possession of pornography
- Gambling
- Committing obscene acts or gestures
- Absenteeism or truancy
- Insubordination
- Acts of forgery
- Smoking or in possession of cigarettes or tobacco
- Absence without leave permission
- Reckless/delinquent behavior
- Trespassing
- Cheating, lying, or making false statements
- Aiding and abetting in committing acts in violation to school policies
- Plagiarism
- Skateboarding/rollerblading in undesignated areas

The following are the disciplinary actions that are available to students committing acts under Second Level Misconduct:

1. Withdrawal of school privilege
2. Parent conference
3. Counseling
4. Detention
5. Suspension
6. Saturday detention (High School only)
7. As determined by the district court for tobacco offenses after referral to the district court.

PROCEDURES FOR SECOND LEVEL MISCONDUCT

In the event of Second Level misconduct committed by the student, immediate intervention shall be made by the school and the student shall be referred to the principal or to the prefect of discipline. In case of suspension is to be considered, the student shall be notified with a show-cause in order for the student to be given an opportunity to explain his or her side before suspension shall be implemented. All records shall be kept in the student's records in the school.

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THIRD LEVEL MISCONDUCT

Third Level misconduct is those committed against persons, the school property, or which consequences seriously endanger the health or safety of others, and may result requiring the intervention of law enforcement authorities.

The following are examples of Third Level Misconduct:

- Repetitive acts committed under Second Level misconduct
- Fighting including those that result in injury
- Harassment
- Bullying (including bullying committed with the use of communication devices or platforms)
- Threats
- Activating false alarms
- Forgery of student or school records
- Vandalism

The following are the disciplinary actions that are available to students committing acts under Third Level Misconduct:

1. Any disciplinary actions available from First Level and Second Level Misconduct
2. Five days to ten days suspension
3. Scheduled classes
4. Removal

PROCEDURES FOR THIRD LEVEL MISCONDUCT

In the event of Third Level student misconduct, immediate intervention shall be made by the school with consideration to the safety of the staff in place. The school principal, the prefect of discipline, or any appropriate staff shall conduct the investigation and shall be given the student the opportunity to explain his or her side with notice to the parents of the student involved. Upon consideration that the facts prove that the misconduct is committed, the appropriate discipline shall be accorded to the student. Records shall be kept in the student file under the possession of the school. Any damage caused by the student shall be paid by him/her or by his/her parents and possible referral to law enforcement officials.

FOURTH LEVEL MISCONDUCT

Fourth Level Misconduct refers to the student's misconduct that poses threat to the life, health, and safety of others. The acts may be considered criminal offenses under the law and as a result, shall require immediate removal of the student from the school.

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The following are examples of Fourth Level Misconduct:

- Continued acts under Third Level Misconduct
- Extortion
- Use of unauthorized substances
- Large scale threat
- Terrorism
- Theft
- Fencing or purchasing/sale of stolen property
- Arson
- Activating false alarms resulting in injury or death
- Assault
- Other criminal acts provided for under the law
- Possession of firearms

The following are the disciplinary actions that are available to students committing acts under Fourth Level Misconduct:

1. Disciplinary actions that are repetitive and shall be meted with penalties under the Fourth Level Misconduct
2. Counseling
3. Rehabilitation
4. Expulsion
5. Restitution
6. Removal
7. Expulsion

PROCEDURES FOR FOURTH LEVEL MISCONDUCT

In the event of Fourth Level misconduct committed by the student, immediate intervention shall be made by the school as soon as possible. A conference with the parents shall be held and in the event that the misconduct has been proven and verified to be falling under the Fourth Level Misconduct, the school shall immediately prepare an accurate written report which shall be submitted to the school board whereby the school board shall submit a decision within 5 days. The law enforcement officials shall be notified immediately if necessary.

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I have read and understand this Code of Conduct and I understand that it is my utmost responsibility to maintain the standard of behavior and conduct required by the school.

Name of Student

Date Signed by Student

Signature of Student

I, the parent/guardian of the child above, have read and understand this Code of Conduct. I understand that the information contained herein is designed to promote the good and welfare of the students in the school community.

Name of Parent/Guardian

Date Signed by Parent/Guardian

Signature of Parent/Guardian



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