

ANN JERKINS-HARRIS



SCHOOL POLICY ON
SUSPENSION,
EXPULSION AND
REMOVAL OF
STUDENTS—
CODE OF CONDUCT
2023--2024

406



ANN JERKINS HARRIS ACADEMY OF EXCELLENCE

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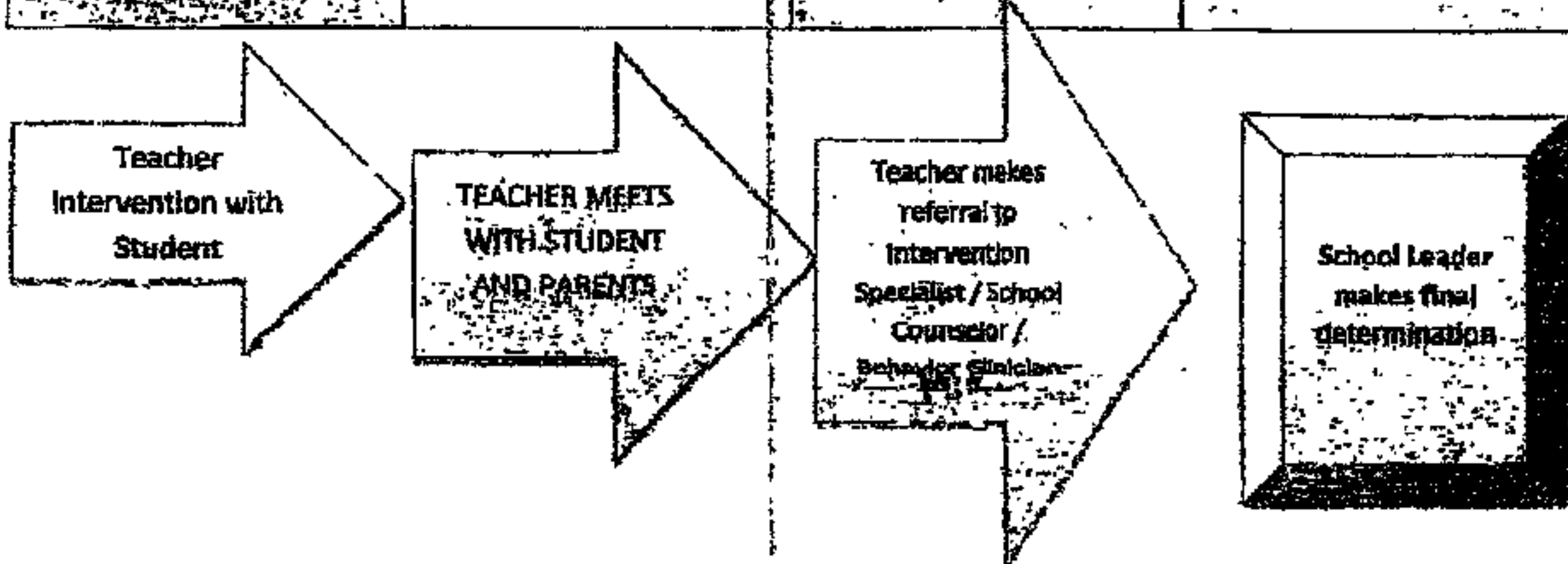
SCHOOL POLICY FOR SUSPENSION, EXPULSION AND REMOVAL OF STUDENTS

STUDENT CODE OF CONDUCT PROTOCOL

At the Academy, ALL students are expected to conform to the Student Code at school, on the school premises, at school activities or functions whether on or off the school premises and on transportation to and from School, if paid for or provided by the school and are subject to the School's disciplinary process when they fail to do so.

Progressive Discipline

FIRST LEVEL OFFENSE	SECOND LEVEL OFFENSE	THIRD LEVEL OFFENSE	FOURTH LEVEL OFFENSE
1. Teacher explains or reviews class and school rules and warns the student of possible consequences.	1. Teacher applies appropriate school consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.	1. If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the School Leader may SUSPEND the student from school, not to exceed ten school days.	1. If actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the School Leader may EXPEL the student from school.
2. Teacher applies appropriate consequences.	2. Teacher personally communicates the problem(s) with the student's parent(s).		3. Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the School Leader.
	4. Teacher sends a written report home and a copy to the office.		



INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishing's, 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 to any student, staff member or visitor to school facilities and/or premises.	Level 2-3 Disciplinary action	Level 3-4 Disciplinary action	Level 4 Disciplinary action
Bomb Threat	Making a bomb threat to a School building or any premises at which a School activity is occurring at the time of the threat.	Level 3-4 Disciplinary action and one (1) year discretionary expulsion.	Level 4 Disciplinary action and one (1) year discretionary expulsion.	Level 4 Disciplinary action and one (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 one (1) year discretionary expulsion.	Level 4 Disciplinary action and one (1) year discretionary expulsion.	Level 4 Disciplinary action and one (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
Dangerous Weapon	Bringing a dangerous weapon onto School Property or premises or possessing a dangerous weapon on school property or premises. 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 given by teachers/school personnel 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 school building and/or premises.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4 disciplinary action.
Dress Code Violations	All students must comply with AEE school dress code as established at the beginning of the school year.	Level 1-2 disciplinary action. Parent may be called.	Level 1-2 disciplinary action. Parent may be called.	Level 3-4

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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 2-3 Disciplinary action.	Level 3-4 Disciplinary action.
Electronic and Other Communication Devices	NO Student shall use ANY electronic devices (cellular telephones, CD players, I-Pods, gaming devices, cameras, etc) without the approval, on School property between the hours of 8am to the conclusion to School.	Level 1-2 Disciplinary action.	Level 2-3 Disciplinary action.	Level 4 Disciplinary action.
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 or School-Bus (any property owned, used, or leased by the School for school related activities or extracurricular events.	1 year mandatory expulsion	Level 4 disciplinary action and 1 year discretionary expulsion	Level 4 disciplinary action and 1 year discretionary expulsion
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at School property and premises	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/premises which 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 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 and/or Staff.	Levels 1-3 Disciplinary action.	Levels 3-4 Disciplinary action.	Level 4 Disciplinary action.
	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.			
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.	Level 2-3 Disciplinary action.	Level 3-4 Disciplinary action.	Level 4 Disciplinary action.

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Homework	<p>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.</p> <p>All homework must be completed in a timely manner, as determined by the classroom teacher.</p> <p>Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.</p>	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 2 - 3 Disciplinary action
Use of 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
Harassment	Using or directing, insulting, degrading, or demeaning language, written or verbal, 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 non-verbal refusal to comply with a reasonable request or directive while on School property or at any School related activity.	Level 1 - 2 Disciplinary action.	Level 2 - 3 Disciplinary action	Level 3 - 4 Disciplinary action.
Intimidation / Bullying / Cyber-Bullying	<p>Threats, verbal or physical, that inflict fear, injury, or damage to a student, Staff member or any other person related to the school community.</p> <p>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 text messaging, Blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, Tweeter, instant messaging, defamatory online personal 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 or off School time or School premises if such acts affect other students or Staff of the School.</p>	Level 2 - 3 Disciplinary action	Level 3 - 4 Disciplinary action.	Level 4 Disciplinary action
Knife	<p>Bringing a knife 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 participant.</p> <p>Possessing a knife at school initially brought to school property by another person.</p>	Level 3 - 4 Disciplinary action and one (1) year discretionary expulsion.	Level 4 Disciplinary action and one (1) year discretionary expulsion.	Level 4 Disciplinary action and one (1) year discretionary expulsion.

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<i>Linting</i>	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
<i>Lunch and Lunch Time Behaviors</i>	Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent good manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but not limited to: <ul style="list-style-type: none"> ▪ Eating outside the designated area or room. ▪ Leaving Student Hall without permission ▪ Littering ▪ Discourtesy toward volunteers, other students and/or staff members ▪ Failure to remain seated and to clean-up their space ▪ Talking too loud and/or inappropriately ▪ Spill floor all over the table or floor ▪ Running around in the Student Hall ▪ Others, as necessary 	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
<i>Lying</i>	Intentionally giving untrue communication.	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
<i>Use of Electronic Devices Hardware or Software</i>	Students using school online services for (illegal), inappropriate, or obscene purposes.	Level 2 Disciplinary action	Level 3 Disciplinary action	Level 4 Disciplinary action
<i>Obscenities / Verbal Abuse / Vulgarities / Profanity</i>	Directing 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 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
<i>Offensive Material</i>	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
<i>Other Disturbive Behavior</i>	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
<i>Physical Contact</i>	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.	Level 1 - 2 Disciplinary action.	Level 2 - 3 Disciplinary action	Level 3 - 4 Disciplinary action.

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<i>Playground Behavior</i>	<p>The playground area is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Any use of physical force or violence ▪ Throwing objects of any kind, including snow and/or ice. ▪ Taking property of others (hats, gloves, etc) ▪ Not being in the supervised area ▪ Using unapproved playground equipment 	Level 1 - 2 Disciplinary action.	Level 2 - 3 Disciplinary action	Level 3 - 4 Disciplinary action.
<i>Refusal to Do Classroom Work</i>	The refusal to complete work, projects, or other assignments given by the teacher.	Level 1 Disciplinary action.	Level 2 Disciplinary action	Level 3 - Disciplinary action.
<i>Sale, Use, Possession, or Distribution of Alcohol, Drugs, Tobacco, or Other Chemical Controlled Substances</i>	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances, distributing narcotics, drugs, controlled substances of any kind, tobacco products or alcoholic beverages or other intoxicant on school property or at school events.	Level 3 - Disciplinary action and one (1) year discretionary expulsion	Level 4 Disciplinary action and one (1) year discretionary expulsion	Level 4 Disciplinary action and one (1) year discretionary expulsion
<i>Student Hall and Restroom</i>	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at home and at the school.</p> <p>Violations include, but not limited to:</p> <ul style="list-style-type: none"> ▪ Cheating, stealing, lying, coarse language, etc. ▪ Any use of physical force or violence at any time anywhere in school premises ▪ Harassment of other students, teachers, volunteers, etc. ▪ Disrespect toward staff members, substitutes, volunteers, and/or visitors. 	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action

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School Property	<p>Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected at all times. All violations on this area require restoration and/or restitution.</p> <p>Violations include, but not limited to:</p> <ul style="list-style-type: none"> ▪ Defacing textbooks, library books, and other school materials. ▪ Destruction or improper use of school computers, i-pads, printers, or other technology. ▪ Defacing/destruction of school property including desks, walls, lockers, cabinets, etc. ▪ Failure to respect the property of other students, teachers, school personnel, etc. ▪ Gum chewing on school property. ▪ Improper use of restrooms and/or supplies provided. ▪ Stealing 	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
School Telephone	<p>Use of the school telephone by students is STRONGLY DISCOURAGED. To help students develop responsibility, phone calls home require the written consent of the student's teacher. V</p> <p>Violations will include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Calls not approved by teacher ▪ Calls not approved by School Secretary ▪ Calls not approved by School Leader 	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
Sexual or Other Harassment	<p>Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature.</p> <p>Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's educational or employment environment.</p>	Level 2 - 3 Disciplinary action	Level 3 - 4 Disciplinary action.	Level 4 Disciplinary action

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
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.</p> <p>Violations include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Cheating, stealing, lying, coarse language, etc. ▪ Lack of courtesy and respect (namecalling, talking back, harsh language...) ▪ Harassment of other students, teachers, volunteers, etc. ▪ Disrespect toward school personnel, substitutes and/or visitors. ▪ Any use of physical force or violence at any time anywhere on school property and premises. 	Level 2 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
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 master schedule.	Level 1 Disciplinary action	Level 2 Disciplinary action	Level 3 - 4 Disciplinary action
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 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.</p> <p>Violations include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Bringing toys or distracting objects to school. ▪ Creating toys or distracting objects at school. 	Level 1 Disciplinary action	Level 1 Disciplinary action	Level 1 Disciplinary action

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<i>Transportation</i>	<p>Riding in the school bus is a privilege.</p> <p>The applicable guidelines, rules and policies established by our school district which provides transportation will be supported by the School.</p> <p>Violations include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Disrespectful behavior towards the driver, Bus Aide or another student. ▪ Physical violence and/or abusive language (swearing). ▪ Eating on the bus. ▪ Constant yelling or screaming (which could endanger the lives and safety of others). ▪ Failure to remain seated. ▪ Threatening behavior ▪ Possession of drugs, glass, weapons, animals, or stolen merchandise. ▪ Any other violation of school policy. 	<p>Level 1 - 2 Disciplinary action. Possible indefinite suspension of school bus transportation service.</p>	<p>Level 2 - 3 Disciplinary action Possible indefinite suspension of school bus transportation service.</p>	<p>Level 3 - 4 Disciplinary action. Possible indefinite suspension of school bus transportation service.</p>
<i>Trespassing</i>	<p>Being in a school building or on school grounds/premises without permission or authorization, or refusing to comply with request to leave school premises.</p>	<p>Level 1 Disciplinary action</p>	<p>Level 2 Disciplinary action</p>	<p>Level 3 - 4 Disciplinary action</p>
<i>Tardiness</i>	<p>Habitual or chronic absence from school or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures.</p>	<p>Level 1 Disciplinary action Possible referral to Juvenile Court system or local Family Services entity.</p>	<p>Level 2 Disciplinary action Possible referral to Juvenile Court system or local Family Services entity.</p>	<p>Level 3 - 4 Disciplinary action Possible referral to Juvenile Court system or local Family Services entity.</p>
<i>Verbal altercation</i>	<p>Engaging in minor verbal altercations, insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.</p>	<p>Level 1 Disciplinary action</p>	<p>Level 2 Disciplinary action</p>	<p>Level 3 - 4 Disciplinary action</p>
<i>Violation of Classroom Rules</i>	<p>Not following the classroom rules as determined by the classroom teacher.</p>	<p>Level 1 Disciplinary action</p>	<p>Level 2 Disciplinary action</p>	<p>Level 3 - 4 Disciplinary action</p>