

CODE OF CONDUCT

Providing an excellent and equitable education is the primary purpose of Excelsior Classical Academy. The Board of Directors of Excelsior Classical Academy is committed to providing a safe and orderly environment where teachers may teach and students may learn without disruption or interference. Responsible behavior by all members of the school community is essential to achieving this goal.

Excelsior Classical Academy has a set of expectations for conduct on school property and at all school functions. These expectations are based on such virtues and core values as civility, citizenship, courage, honesty, integrity, justice, perseverance, respect, and responsibility.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property and in school activities, to identify the possible consequences of unacceptable behavior, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct.

Unless otherwise indicated, this Code applies to all students, school personnel, and parents and other visitors when on school property or attending a school function.

Definitions

For purposes of this Code, the following definitions apply:

School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the school; or on a school bus.

School Bus means every motor vehicle owned by the school and operated for the transportation of pupils, teachers, and other persons acting in a supervisory capacity, to or from school or school activities. This includes vehicles privately owned and operated for compensation, for the transportation of pupils, teachers, and other persons acting in a supervisory capacity, to or from school or school activities.

School Function means a school-sponsored extracurricular event or activity.

Parent means parent, guardian, or person in parental relation to a student.

Employee means any person receiving compensation from the school or any employee of a contracted service provider, whereby such services performed by such person involve direct student contact.

Visitor means anyone who is not a regular staff member or student of Excelsior Classical Academy.

Disability means a physical, mental, or medical impairment, resulting from anatomic, genetic, physiological, or neurological conditions, which prevents the exercise of a normal function.

Harassment means the creation of a hostile environment by physical or verbal threats, intimidation, or abuse that has or would have the effect of:

1. interfering with a student's educational performance, opportunities, or benefits.
2. adversely affecting a student's mental, emotional, or physical wellbeing.
3. causing a student to fear for his or her physical safety.

Such conduct, verbal threats, intimidation, or abuse includes but is not limited to conduct, verbal threats, intimidation, or abuse based on a person's actual or perceived race, color, physiognomy, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Student means any child under the age of 21 enrolled in Excelsior Classical Academy.

Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Violent student means a student under the age of 21 who:

1. commits an act of violence upon a school employee, or attempts to do so.
2. commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. possesses, while on school property or at a school function, a weapon.
4. displays, while on school property or at a school function, what appears to be a weapon.
5. threatens, while on school property or at a school function, to use a weapon.
6. knowingly and intentionally damages or destroys the personal property of any fellow student, school employee, or any person lawfully on school property or at a school function.
7. knowingly and intentionally damages or destroys school property.

Weapon means any firearm, BB gun, pellet gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, knife, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Ninja star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or any other object, materials, or substance intended to cause physical injury or death.

POSITIVE SCHOOL CLIMATE

The maintenance of a positive school climate conducive to the individual pursuit of learning, working, and living is shared by parent/guardians, students, and all school personnel. Each is expected to work positively toward this goal and to respect the individuality and the rights of every person. Parent(s)/Guardian(s), students, and school personnel are also expected to deal effectively with behavioral concerns.

The regulations below are written in accordance with N.C. General Statutes 115C-390 and 391.

Board Responsibilities

1. To adopt a fair and consistent discipline policy that establishes clear standards of student behavior.

2. To ensure, through the school's administration, that there is fair and consistent application of the discipline policy.

Parent(s)/ Guardian Responsibilities

1. To assume legal responsibility for the behavior of the child as determined by law and community practice and to ensure that the child is familiar with the discipline policy and regulations.
2. To teach the child self-discipline and respect for authority and the rights of others.
3. To make sure that the child attends school regularly and on time and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To respond quickly to school to get the child when called upon.
7. To be available for conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the child.

Student Responsibilities

1. To be aware of and to abide by system-wide policies, regulations, and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time, and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

Teacher Responsibilities

1. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
2. To accept shared responsibility for control and discipline of students throughout the school building and property.
3. To consider the physical, social, intellectual, and emotional development of the students.
4. To establish and inform students of individual classroom behavior expectations, and to maintain discipline within the classroom.
5. To provide appropriate learning opportunities for all students.
6. To be aware of and to abide by system-wide policies, regulations, and school guidelines for discipline.

7. To confer with support personnel for possible solutions to inappropriate student behavior and to attend conferences upon request.
8. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
9. To report to the parent/guardian at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior.
10. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out-of-class disciplinary action.
11. To refer, in writing, a disruptive student to the School Director when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

Administration Responsibilities

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order in the school.
3. To discipline students pursuant to the policies adopted under these provisions.
4. To report certain acts to law enforcement. When the Administration has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local law enforcement agency.
5. To assign duties and responsibilities to the Discipline Committee in reviewing grievances.
6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student behavior in the school.
7. To be readily available to handle disruptive behavior, discipline, and emergency situations.
8. To communicate effectively to parents the expectations of the school discipline program and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
9. To utilize resources/agencies that can provide additional services and support to the school discipline program if needed.
10. To provide assistance to teachers and parents on issues related to a sound disciplinary program, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents, and staff of the status and modification of the school's discipline policies and procedures.
12. To continuously monitor and assess current data in order to make modifications to the program and provide alternative disciplinary strategies to fit the needs of the school.

STUDENT RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility:

RIGHTS	RESPONSIBILITIES
Attend school and be granted the opportunity to receive a quality education.	Attend school regularly and on time, complete assignments, and strive to do the highest quality work possible.
Learn in an environment free from disruption and distraction.	Bring to school only what is necessary for learning and behave in such a manner that others will not be disturbed or distracted.
Be made aware of the school rules and policies, and always be treated in a manner consistent with these policies in all disciplinary matters.	Be familiar with the Excelsior Classical Academy Code of Conduct, obey the rules it contains, and conduct oneself in a manner not distracting to others.
Have the opportunity to present your version of the facts and circumstances.	Be truthful and respectful when responding to authority in all disciplinary matters.
Take part in all school activities on an equal basis regardless of race, sex, religion, national origin, or disability.	Work to one's best ability in all academic and extracurricular activities, while being fair and supportive of others.
Be safe in the school environment.	Behave in a manner that will not jeopardize the safety and wellbeing of oneself or others.
Be free from intimidation or harassment by others.	Respect and treat one another fairly and in accordance with this Code.
Wear the school uniform to promote school unity and an academic atmosphere, and to remove distinctions of wealth and socioeconomic background.	Dress in a manner in accordance with school policy and not distracting to others.

DISCIPLINE

Ultimately, the goal is for students to do the right thing, even when no one is looking. We will make every effort to use restorative practices rather than punitive, and we will strive to help students learn from their mistakes and make better decisions in the future. Special care will be taken to make certain discipline is applied fairly and equitably.

Infractions

Students may be subject to disciplinary action when they engage in conduct that:

- is disorderly.
- is insubordinate.

- is disruptive.
- violates the rights of others.
- is violent.
- endangers the safety, health, or welfare of others.
- is academically dishonest.

Disciplinary Actions

Disciplinary actions may include but are not limited to the following:

- Apology (verbal and/or written)
- Confiscation of items
- Detention (lunch, after school, Saturday, in-school, out-of-school)
- Loss of credit (assignment, test, class)
- Loss of bus or school privilege
- Parent must take student home to change or bring appropriate clothes to school
- Referral to health department, police, Social Services, juvenile authorities
- Restitution
- Short-term Suspension (up to 10 days)

Excelsior will not use corporal punishment of any kind.

Short-term Suspension

If a student is accused of an offence that warrants a short-term suspension, an administrator will inform the student about the charge and the evidence against him or her. The student will then be allowed to tell his or her side of the story to an administrator. The administrator may interview witnesses as well.

If the administrator decides suspension is warranted, notice of the suspension and a description of the occurrence(s) that led up to it will be given by the end of the same workday when reasonably possible, but never more than two days after the suspension is imposed. The notice will be given by certified mail, telephone, fax, e-mail, or any other method reasonably designed to achieve actual notice to the parent/guardian. If English is the second language of the parent/guardian, the notice will be provided in both English and the parent's/guardian's primary language, when the appropriate foreign language resources are readily available.

A student receiving a short-term suspension will be allowed to take textbooks home, get missed assignments, and make up exams.

Long-Term Suspension and Expulsion

While we will use suspension and expulsion as sparingly as possible, there are some situations which affect the safety of students or the effectiveness of the learning environment that warrant such measures. The following behaviors may result in a student receiving a long-term (more than 10 days) suspension or expulsion:

- Causing serious injury to another person
- Habitual misbehavior
- Possession, use of, sale of, or furnishing any weapon
- Unlawful possession of, use, or sale of any controlled substance

- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate crimes, or hate violence
- Sexual assault
- Battery

If a student is accused of an offence that warrants expulsion or a long-term suspension, an administrator will inform the student about the charge and the evidence against him or her. The student will then be allowed to tell his or her side of the story to the administrator. The student or the person bringing the charge may request that witnesses be interviewed by the administrator.

If the administrator decides suspension or expulsion is warranted, the parent(s) will receive written notice that includes:

- a description of the incident that led to the proposed suspension or expulsion,
- the specific policies from the student code of conduct that he or she is charged with violating,
- the specific process to request a hearing to challenge the suspension or expulsion, including how many days a parent has to request it, and
- a description of the format of the hearing.

Written notice will be provided by certified mail, fax, e-mail, or any other written method reasonably designed to achieve actual notice of the recommendation for long-term suspension or expulsion. When school personnel are aware that English is not the primary language of the parent/guardian, the notice will be written in both English and in the primary language of the parent/guardian when the appropriate foreign language resources are readily available.

If a hearing is requested in a timely manner, it will be held before the long-term suspension starts (i.e., before the end of the tenth school day of the suspension or expulsion). The student will be allowed to take textbooks home, get homework, and make up tests during the first 10 days of the suspension and during the appeals process, if there is one. If the student does not request a hearing, the suspension or expulsion will stand.

If a student is expelled from Excelsior and applies for admission to another school for acceptance, Excelsior will notify the head of the receiving school of the reasons for the pupil's expulsion.

Exceptional Children Discipline

Excelsior Classical Academy will adhere to all federal and state laws regarding disciplinary requirements with regard to children with exceptional needs. As in all potential suspensions or expulsions, teachers and staff must make a case by case determination when handling disciplinary concerns with exceptional children. A child with a disability may be suspended from school for up to 10 consecutive days. If either consecutive or accumulated suspensions exceed 10 days, the school is responsible for determining, via an IEP team meeting, whether the suspensions constitute a change of placement for disciplinary reasons. If the actions are a change of placement, the school must conduct a "manifestation determination". These determinations

will establish whether the incident in question was a manifestation of the child's disability and follow the appropriate, legal course of action. See NC 1504-2 "Discipline Procedures."

Reporting to Law Enforcement

When an administrator has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the administrator will immediately report the act to the appropriate local law enforcement agency.

Privacy Act

The Privacy Act of 1974 forbids the dissemination of personal information of individuals without their authorized permission or, in the case of a minor, the parent or guardian's written permission, except internally where the information is necessary to effectively conduct school business. In accordance with the Privacy Act, no individual member of the community, whether or not he or she is affiliated with Excelsior Classical Academy, has the right to receive personal information concerning any individual associated with the school, whether it is a student, staff member, or board member, except in cases where the information is critical to the job requirements of the individual and is approved by the School Director. Personal information includes, but is not limited to, the individual's health, academic, or discipline records, religion, marital status, political party affiliation, and grades. This does not restrict individuals from discussing their own private information freely, nor does it interfere with any other form of free speech.

In some cases, parents of a child victimized by another student want to know what disciplinary actions have been taken against that student. The Privacy Act of 1974 prohibits the dissemination of that information.

Rights of Grievance and Appeal

Any parent has the right to have a decision for long-term suspension or expulsion reconsidered. Within three days of receipt of the notice of suspension or expulsion, the parent should submit a letter to the administrator detailing the disciplinary event as it is understood by the parent and clearly explaining the concern about the designated consequence. A Discipline Committee made up of two teachers and a board member will review the disciplinary decision. The committee will either uphold or rescind the original decision, and the parent will be notified in writing of the decision within five school days from the meeting. If this decision is still unacceptable to the parent, or if the initial grievance is about the conduct of the administrator, then the grievance should be filed directly with the Grievance Committee of the Board of Directors.

The Request for Appeal Form may be found on the Family page of our school website.