

**CORNERSTONE  
CHARTER ACADEMY:  
A CHALLENGE  
FOUNDATION ACADEMY**

**CODE OF CONDUCT**

**STUDENT RIGHTS  
RESPONSIBILITIES  
AND CHARACTER  
DEVELOPMENT  
HANDBOOK**

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## **Foreword**

In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. Discipline is defined as well-ordered, directed behavior. The parents, guardians, students, teachers, administrative and support personnel, assistant director(s), Director, and the Board of Directors of Cornerstone Charter Academy: A Challenge Foundation Academy share responsibilities in the positive development and maintenance of disciplined behavior. Discipline shall be maintained without the use of corporal punishment, which is prohibited at CCA-CFA. Every student has a right to an environment that encourages learning and is free of disruption. This handbook presents guidelines on behavior and school citizenship for students that are based on policies of CCA-CFA. The following broad categories related to student conduct are included:

- Basic Rights and Responsibilities
- The Student Code of Conduct
- Due Process Procedures and Rights of Appeal

The rules of conduct and sanctions for violations detailed in this document are part of our continuing responsibility to monitor student behavior. The explanations of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors.

**A set of rules does not replace the administrator's judgment in the review of discipline incidents. The levels indicated for school-initiated consequences are a guide for the administrator but the levels may be increased or lessened if, in the view of the administrator, the situation calls for that judgment. (Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator's jurisdiction.) The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well-being of our students.** In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment. To promote the active involvement and self-discipline of students, school staff members must remember that students need to feel respected and valued. Opportunities to learn from mistakes create a context for students to learn to make good choices in the future. *Ultimately, the goal of character development is for students to do the right thing, even when no one is looking.*

## **Student Code of Conduct**

The code of conduct for students at Cornerstone Charter Academy: A Challenge Foundation Academy is presented as rules and sanctions. These rules and sanctions have been adopted by Cornerstone Charter Academy: A Challenge Foundation Academy and represent its official policy. Each rule is accompanied by the consequences (sanctions) for breaking that rule. These consequences are stated as minimum and maximum for each rule violation. Teachers, Administrators, and other authorized personnel (including volunteers and assistants) are responsible for monitoring student conduct. Rule violations are to be reported via referral forms to administrators (Assistant Director or Director). **These school personnel WILL take disciplinary action against any student who violates one or more of these rules in accordance with the stated consequences.**

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## CONSEQUENCES FOR VIOLATIONS

**LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: In School Suspension (ISS)**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**LEVEL 6: Long-term Suspension/Expulsion**

***Legal Disclaimer:** Nothing in this policy is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the N.C. State Board of Education, the respective law or directive supersedes the policy item.*

## **Character Traits Found in the Student Rights, Responsibilities, and Character Development Handbook**

This handbook supports the belief that character development and student discipline go hand-in-hand; one is proactive while the other is reactive. Consequently, the rules for student behaviors have been aligned to the related character traits. This alignment chart serves as a guide for all staff members as a means to promote student learning.

Any student receiving a Level 4 suspension or higher, or multiple Level 3 suspensions will automatically forfeit the privileges of all extra-curricular activities, including but not limited to, athletics, field trips, and all after school activities for the remainder of that semester or school year. Students are not eligible to participate in the middle school athletic program on any day that the student serves time in after-school detention, in-school suspension, or out-of school suspension. For additional athletic information, see the athletic handbook.

<b>Rule Violation</b>		<b>Character Trait Desired</b>
Rule Violation 1	Attendance	Citizenship/Responsibility
Rule Violation 2	Food/Beverages	Responsibility/Trustworthiness
Rule Violation 3	Medications	Responsibility/Trustworthiness
Rule Violation 4	Student Dress Code	Responsibility/Respect
Rule Violation 5	Personal Property	Responsibility
Rule Violation 6	Misrepresentation	Trustworthiness/Honesty
Rule Violation 7	Insubordination	Responsibility/Respect
Rule Violation 8	Profanity or Obscenity	Respect/Caring
Rule Violation 9	Generally Disruptive Behavior	Cooperation/Citizenship/Responsibility

Rule Violation 10	Trespassing	Citizenship
Rule Violation 11	Unsafe Action	Citizenship/Caring
Rule Violation 12	Gambling	Responsibility
Rule Violation 13	Vandalism	Respect/Citizenship/Responsibility
Rule Violation 14	Use of Fire	Respect/Citizenship/Responsibility
Rule Violation 15	Theft	Respect/Citizenship/Responsibility
Rule Violation 16	Breaking and Entering	Respect/Citizenship/Responsibility
Rule Violation 17	Burglary	Respect/Citizenship/Responsibility
Rule Violation 18	Robbery	Respect/Citizenship/Responsibility
Rule Violation 19	Extortion	Respect/Citizenship/Responsibility
Rule Violation 20	Refusal to Allow Search	Respect/Citizenship/Responsibility
Rule Violation 21	Inappropriate use of the Computer or Internet	Trustworthiness
Rule Violation 22	Possession or Distribution of Inappropriate and/or Violent Material	Respect/Citizenship
Rule Violation 23	Possession or Distribution of Counterfeit Currency	Honesty
Rule Violation 24	False Alarm	Responsibility
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Rule Violation 26	Aggressive Physical Action	Caring/Responsibility/Justice/Fairness
Rule Violation 27	Sexual Offense	Respect/Caring
Rule Violation 28	Alcohol, Tobacco, and Other Drugs (Illegal or Legal)	Citizenship/Responsibility
Rule Violation 29	Weapons and Dangerous Instruments or Objects	Responsibility/Caring
Rule Violation 30	Firearms	Responsibility/Caring

### **CODE OF CONDUCT EXPECTED OF EVERY STUDENT:**

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should immediately contact an administrator for a complete explanation.

### **CCA-CFA STUDENT CREED**

As a Cornerstone Charter Academy-CFA student, I will set high expectations for myself and for others. I will strive to become a good citizen. I will keep my thoughts, words, and actions positive. I will accept responsibility for my choices, and I will reflect my character and values in my behavior.

### **The CCA-CFA ANTI-BULLYING PLEDGE**

As a CCA-CFA student, I will speak up against bullying instead of being a bystander. I will forgive others if they make poor choices. I accept others for their differences. I will talk to an adult when there is a problem. I am powerful in making a difference in my school and community.

### **ALL STUDENTS WILL:**

Attend school and class every day (Rule 1 Page 7)
Dress appropriately and follow dress code regulations (Rule 4 Page 8)
Do as instructed by teachers and all staff & volunteers (Rules 7 & 9 Pages 10 - 12)

Bring all needed materials to class (Rule 9 Page 11-12)
Allow school officials to conduct a reasonable search (Rule 21 Pages 16-17)
Use the computer and the Internet for only official school activities (Rule 22 Page 17)

**ALL STUDENTS MUST AGREE TO THE FOLLOWING:**

No food/beverages unless permitted by school personnel (Rule 2 Page 8)
No medication unless authorized and supervised by school personnel (Rule 3 Page 8)
No toys, CD's, lighters, matches, excess money (Rule 5 Page 9)
No selling any items on campus unless authorized by the Director (Rule 5 Page 9)
No lying, cheating, forgery or false information (Rule 6 Page 9-10)
No talking back to staff or adults, refusing to comply with reasonable requests or walking away (Rule 7 Page 10)
No profanity, cursing, offensive racial or obscene speech, gestures or written materials (Rule 8 Page 11)
No disruption of class or school including; chronic talking, throwing objects, horse playing, teasing, refusing to remain seated, leaving without permission, chronic lack of supplies or repeated violations (Rule 9 Pages 11-12)
Do Not come on campus without proper permission or go on any campus during a suspension (Rule 10 Page 12)
No unsafe actions including running in parking lots or hallways (Rule 11 Page 12)
Do Not drive recklessly on school grounds or operate skateboards, roller blades etc. without proper permission (Rule 12 Page 13)
No gambling (Rule 13 Page 13)
Do Not damage school property (Rule 14 Page 13)
Do Not set fire or try to set fire to anything, this includes striking matches and flicking lighters (Rule 15 Page 14)
Do Not steal anything (Rule 16 Page 14)
Do Not break into the school with or without intent to steal or vandalize (Rules 17 & 18 Pages 14-15)
Do Not take anything from anyone by force or through intimidation (Rules 19 & 20 Page 15)
Do Not possess inappropriate pictures, music or written material that would not be acceptable at school (Rule 23 Page 18)
Do Not make, use, spend or give counterfeit money to anyone (Rule 24 Pages 18)
Do Not participate in any gang related activity (Rule 4 Page 8 and Rule 27 Page 21-22)
Do Not pull the fire alarm (Rule 25 Page 19)
Do Not use the telephone to call 911 unless an emergency exists (Rule 25 Page 19)
Do Not say to anyone that a bomb is at school unless the emergency exists (Rule 26 Page 19-21)
Do Not hit, kick, spit, shove, fight, assault or threaten anyone (Rule 27 Pages 21-22)
Do Not take part in sexual activity; harass other student(s), or expose private body parts at anytime (Rule 28 Page 22-24)
No alcohol, tobacco or drugs (Rule 29 Pages 24 - 26)
No weapons of any kind (Rule 30 Pages 26 - 27)
No guns, loaded or unloaded, toy or real (Rule 30 Page 26-27)

## **Hazing and Other Potentially Harmful Behavior:**

Cornerstone Charter Academy: A Challenge Foundation Academy forbids any form of hazing on campus, which may result in student expulsion, and reserves the right to remove any and all school privileges from any student involved in causing the physical harm, or loss or destruction of property, of another member of the community by his/her participation in an off-campus hazing incident, or illegal activity.

## **CODE OF CONDUCT AND SCHOOL CONSEQUENCES**

### **Rule Violation 1: ATTENDANCE**

Students perform best when they arrive to school on time and are in attendance on a regular basis. It is the responsibility of the school and the teacher to provide a productive learning environment. Equally important, it is the responsibility of the student and parents/guardians to make sure the student is at school on time prepared to participate. A student is to attend school each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent or truant students. Our attendance policy is governed by GS 115C and is consistent with policy that can be found in the NC School Attendance and Student Accounting/Attendance Manual.

#### **A. Tardiness:**

Failure to be in a place of instruction at the assigned time: a 4th Tardy of a given quarter, the student and the student's parents or guardians shall be required to meet with an administrator.

#### **B. School/Class Cutting/Skipping in whole or in part:**

Failure to report to school or class without proper permission, knowledge, or excuse by the school or teacher.

#### **C. Excessive Absences (Truancy):**

Excused or unexcused absences which are felt to adversely affect the student's education.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:**   **LEVEL 2: ISS 1-3 Days**  
                  **LEVEL 3: ISS 2-4 Days**  
                  **LEVEL 4: Suspension for 1-3 Days**  
                  **LEVEL 5: Suspension for 4-10 Days**

**Maximum:** Cornerstone charter Academy: A Challenge Foundation Academy's policy is for each student to attend a minimum of 1025 hours of instructional time. Any student with excessive absences (12% of classes or courses), will be in jeopardy of retention.

## **Rule Violation 2: FOOD/BEVERAGES**

A student will not eat/chew gum in unauthorized areas and/or times of the school day. Unauthorized areas include the auditorium, hallways, and lobbies. A student should not eat during instructional time. Instructional staff will determine the time and locations for snack and lunch in accordance with the daily schedule.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**Maximum: LEVEL 2: ISS**

## **Rule Violation 3: MEDICATIONS**

Students are not to have prescription nor non-prescription medications in their possession at any time on school grounds. This rule will not be interpreted to prevent a student from taking medications. The rule is to allow legal medications to be dispensed by the school or proper school authorities to the students to ensure the safety of all the students. Any new medications given to students must be checked in immediately upon arrival on school grounds at the front office. Proper school authorities will dispense approved medications. The only exception to this is when a Doctor gives permission due to medical necessity for the student to carry a specific medication (for example: an inhaler) on his or her person and that a permission letter must be on file with the CCA-CFA office staff and approved by the director.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 6 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 4: STUDENT DRESS CODE**

Students are required to follow the uniform policy approved by the CCA-CFA Board of Directors.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning and Calling parents to bring approved items to school.**

**Maximum: LEVEL 2: ISS**

**Note: Homeroom teachers will be responsible for monitoring the uniforms. The students who come in after homeroom will be monitored by the front office. The school staff will continually monitor the uniforms throughout the day, including surprise class inspections.**

## **Rule Violation 5: PERSONAL PROPERTY**

A student will not bring or possess any object that has no educational purpose that may distract from teaching and learning. (All items will be confiscated with the item returned to the parent at a mutually agreed time.)

### **A. Toys, games, cards, radio, Walkman, CD's, tape recorder, IPOD:**

Students must not have possession of the above or any similar device without permission of the administration.

### **B. Cellular Telephone, Beeper, Pager:**

These items must be turned to the silent or off mode and not out in view on school property. Cell phones are permitted with a valid E-reader or cell phone use form and on field trips as permitted by staff. All cell phones must be out of view and in the off position at all times unless authorized by a staff member.

### **C. Selling Items on Campus:**

Students are not to sell any objects on campus that are not authorized as an organized, approved school fundraiser.

### **D. Other:**

Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-a-like beepers, lighters, matches, etc.

## **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 - 9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

## **Rule Violation 6: MISREPRESENTATION**

A student will not lie or cheat.

### **A. Altering Report Cards or Notes:**

Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.

### **B. False Information:**

Making false statements, written or oral, to anyone in authority.

### **C. Cheating:**

Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference with parent (K-2 Only)**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long Term Suspension/Expulsion for any 3<sup>rd</sup> violation during middle school years (6<sup>th</sup> through 8<sup>th</sup>).**

**Rule Violation 7: INSUBORDINATION**

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

**A. Walking Away or Talking Back:**

Leaving while a staff member is talking to the student, or talking back to a staff member in a rude or disrespectful manner.

**B. Failure to comply with proper and authorized direction or instruction of a staff member:**

Failure to follow any authorized direction given by a staff member.

**C. Refusal to work in class:**

Failing to do assigned work during class.

**D. Refusal to report to the office:**

Failure to report to the administrative office as directed by a staff member.

**E. Sleeping in class**

Students will not sleep during class time.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**F. Refusal of Detention:**

Failure to report to any in-school alternative as directed by a staff member.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4-9 days**

**Maximum: LEVEL 5: Suspension for 10 with a contract**

## **Rule Violation 8: PROFANITY OR OBSCENITY**

A student will not use profane or obscene language or make obscene gestures.

### **A. Offensive Language:**

Cursing, or saying anything that conveys an offensive, racial, or obscene message to a student or a staff member.

### **B. Obscene/Offensive Gestures:**

Making any sign or gesture that conveys an offensive, racial, or obscene message to a student or a staff member.

### **C. Derogatory Written Materials:**

Having any written material or pictures that convey an offensive, racial, or obscene message.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 1: Conference/Verbal Warning (Grades K-2 only)

LEVEL 2: ISS

LEVEL 3: Suspension for 1-3 days

LEVEL 4: Suspension for 4 – 9 days

LEVEL 5: Suspension for 10 days with a contract

**Maximum:** LEVEL 6: Long-Term Suspension/Expulsion

## **Rule Violation 9: GENERALLY DISRUPTIVE BEHAVIOR**

No student may disrupt the class or school.

### **A. Chronic Talking:**

Repeated talking in the classroom without permission.

### **B. Throwing Objects:**

Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

### **C. Horse playing, Harassing or Teasing:**

Rough or noisy play or pranks that serve to pester or torment another student, to include willfully throwing anything that could serve to harass, but could not injure another student or staff member.

### **D. Refusing to Remain in Seat:**

Getting out of seat or moving seat without permission of staff member.

### **E. Rude Noises:**

Making any unnecessary noise.

**F. Leaving without Permission:**

Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.

**G. Chronic Lack of Supplies:**

Repeatedly reporting to class without necessary material such as books, class supplies, pencils, etc.

**H. Other:**

Any other action that disrupts or interferes with educational activities or the school environment.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**Maximum: LEVEL 4: Suspension for 4 – 9 days**

**Rule Violation 10: TRESPASSING**

A student will not enter any school property or school facility or school function without proper authority, to include entering any school during a period of academic probation, suspension or exclusion.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**Maximum: LEVEL 4: Suspension for 4 – 9 days**

**Rule Violation 11: UNSAFE ACTION**

A student should not commit any action that has the potential to cause danger or physical harm to himself or to others, including attempting to elude school officials by running through a parking lot or any traffic area, climbing on the roof of buildings, being in construction areas, boiler rooms, any unauthorized area, or any action that has the potential for physical harm.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**Maximum: LEVEL 4: Suspension for 4 – 9 days**

## **Rule Violation 12: GAMBLING**

A student will not play games of skill or chance for money or property on school property at or during a school function or activity.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 1: Verbal Warning  
LEVEL 2: ISS  
LEVEL 3: Suspension for 1 -3 days  
LEVEL 4: Suspension for 4 - 9 days  
LEVEL 5: Suspension for 10 days with a contract  
**Maximum** LEVEL 6: Long-term Suspension/Expulsion

## **Rule Violation 13: VANDALISM**

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; i.e., school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

### **A. School Property:**

Defacing or damaging doors, windows, walls, mirrors, desks, lockers, computers, or any other school equipment, including graffiti.

### **B. Damaging Another Person's Property:**

Damaging any property belonging to another student; to include clothing, books, class projects, automobiles, etc.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 3: Suspension for 1 -3 days (\$100 or below damage)  
LEVEL 4: Suspension for 4 -9 days Level (\$250 or below damage)  
**Maximum:** LEVEL 5: Suspension for 10 days with a contract (\$251 up-damage)  
*Note: Damages must be reimbursed in each situation.*

## **Rule Violation 14: USE OF FIRE**

A student will neither set fire nor attempt to set fire to anything on school property, or participate with others (either by presence or action) to damage or destroy school property through the use of fire. This will include striking matches, flicking cigarette lighters or using any instrument that is capable of producing fire on school property, at a school sponsored or school- related activity that is on or off school property.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 5: Suspension for 10 days with a contract  
**Maximum:** LEVEL 6: Long-term Suspension/Expulsion

## **Rule Violation 15: THEFT**

A student will not steal or possess stolen property, or participate with others (either by presence or action) to do so.

### **A. School, Staff or Student Property:**

Taking and/or carrying away property belonging to Cornerstone Charter Academy, any staff member or any student without prior permission. This will include the removing of any property from personal property, a desk and/or locker.

### **B. Possession of Stolen Property:**

Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 1- Conference with parent (K-1 Only)  
LEVEL 2- 3: Up to Suspension for 1 -3 days  
LEVEL 4: Suspension for 2-5 days (4-8)  
LEVEL 5: Suspension for 10 days with a contract (Multiple Offenses)  
**Maximum:** LEVEL 6: Long-term Suspension/Expulsion

## **Rule Violation 16: BREAKING AND ENTERING**

A student will not break into school property. This will include any unauthorized entry into school property with or without destruction to the property.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 4: Suspension for 4 –9 days  
LEVEL 5: Suspension for 10 days with a contract  
**Maximum:** LEVEL 6: Long-term Suspension/Expulsion

## **Rule Violation 17: BURGLARY**

Unlawful entry into any School property with the intent of committing a felony, to steal and/or take and carry away the property of another.

### **A. Attempted:**

Attempting to take property from a person by force or violence.

### **B. Actual:**

Taking property from a person by force or violence.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:** LEVEL 6: Long-term Suspension/Expulsion

## **Rule Violation 18: ROBBERY**

A student will not take another person's property by force or violence.

### **A. Attempted:**

Attempting to take property from a person by force or violence.

### **B. Actual:**

Taking property from a person by force or violence.

### **SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 19: EXTORTION**

A student will not take or threaten to take the property of others through intimidation.

### **A. Attempted:**

Use of threats or intimidation in an attempt to obtain money or property from another.

### **B. Actual:**

Use of threats or intimidation to obtain money or property from another.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 - 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 20: REFUSAL TO ALLOW SEARCH**

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct. The School will comply with all applicable laws in conduct of its searches. Parents will be notified if a search is to be conducted.

### **A. Search of an Individual or his/her Possessions:**

A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, bookbag, purse or other possessions which are present on school property or at a school activity.

### **B. Random Search of Student Lockers and Desks:**

Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.

### **C. Random Law Enforcement Canine Searches:**

The school system may use Law Enforcement canines for random searches of lockers, desks, and possessions of students, such as book bags that do not require a search of the student. A student must cooperate with and may not obstruct or interfere with a canine search conducted in accordance with this provision.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:**   **LEVEL 3: Suspension for 1 -3 days**  
                  **LEVEL 4: Suspension for 4 – 9 days**  
                  **LEVEL 5: Suspension for 10 days with a contract**  
**Maximum:**   **LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 21: INAPPROPRIATE USE OF COMPUTER OR INTERNET**

Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

## **CCA Acceptable Use Policy**

### **USE OF COMPUTERS**

#### **STATUTORY**

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524

In accordance with goals established in Board policy, the Board and Director will strive to make computers available to all students and to personnel who would be assisted by them.

All computers are under the control of the Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the Director or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use.

To encourage the effective use of computers in the classroom, the Director is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

## **Internet Acceptable Use Policy**

The Cornerstone Charter Academy Board of Directors recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for the students whom CCA is preparing to become technologically literate citizens. Because of this, the Board, in general, supports providing access to these resources for our staff and students. Copies of the Internet Use Agreement are available from the Director. The Board expects that the Internet and e-mail within the school will be used for educational purposes only and that staff will use the guidelines established by Board policy both for their own professional use and to instruct students in the use of these resources.

The Board policies regarding the Selection and Reconsideration of Instructional Materials and Copyright should be followed when utilizing Internet access and e-mail throughout the school. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form, which has been signed both by the students and a parent/legal guardian in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the school. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth by the school will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:**    **LEVEL 2: ISS**  
                  **LEVEL 3: Suspension for 1 -3 days**  
                  **LEVEL 4: Suspension for 6 - 9 days**  
                  **LEVEL 5: Suspension for 10 days with a contract**  
**Maximum:**    **LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 22: POSSESSION OR DISTRIBUTION OF INAPPROPRIATE AND/OR VIOLENT MATERIAL:**

A student must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, music, and videos that include explicit or graphically violent materials.

### **SCHOOL INITIATED CONSEQUENCES:**

#### **Low Level Violations:**

**Minimum:**    **LEVEL 3: Suspension for 1 -3 days**  
                  **LEVEL 4: Suspension for 4 –9 days**

#### **High Level Violations:**

**LEVEL 5: Suspension for 10 days with a contract**  
**Maximum:**    **LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 23: POSSESSION OR DISTRIBUTION OF COUNTERFEIT CURRENCY**

A student may not possess, distribute, produce or use counterfeit currency on school property, at a school sponsored or school-related activity on or off school property.

### **A. Simple Possession of Counterfeit Currency:**

Possession of counterfeit currency on school grounds.

### **B. Distribution of Counterfeit Currency:**

Distributing counterfeit currency on school grounds or at school related activities or conspiring to distribute counterfeit currency.

### **C. Production of Counterfeit Currency:**

A student must refrain from the production of any counterfeit currency on school premises through the use of school equipment. This includes conspiring with anyone to produce counterfeit currency at school.

### **D. Use of Counterfeit Currency:**

Using or attempting to use counterfeit currency to purchase items on any school premises or at any school activity or to pay for obligations owed to any school.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum**    **LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum:**    **LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 24: FALSE ALARM**

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school vehicles or at any school function.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum:**    **LEVEL 5: Suspension for 10 days with a contract**

**Maximum:**    **LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 25: BOMB THREAT**

Any notification (verbal or written), falsely indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity.

**N.C.G.S. §§ 14-69.1 and 14-69.2 require an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb and the violation will be reported to appropriate law enforcement.**

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term Suspension/Expulsion**

## **Rule Violation 26: AGGRESSIVE PHYSICAL ACTION**

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other individual at school.

### **A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects:**

Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult for the purpose of harassment.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 –9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

### **B. Fighting:**

The exchange of **mutual aggressive physical contact** between students, with or without injury, is prohibited. The first incident of fighting that occurs will result in the minimum consequence (Level 3). Subsequent incidents will result in more restrictive consequences.

### **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1-3 days (K-2)**

**LEVEL 4: Suspension for 4-9 days (3-8)**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

### **C. Threatening/Intimidating a Student:**

A student will not threaten to strike, attack or harm any student or to make one fearful by intimidation.

**LOW-LEVEL THREAT:**

A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension for 1 -3 days**

**MEDIUM-LEVEL THREAT:**

A medium-level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4 – 9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**HIGH-LEVEL THREAT:**

A high-level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term Suspension/Expulsion**

**D. Threatening/Intimidating a Staff Member or Other Adult on School**

**Property:**

A student will not threaten to strike, attack or harm any adult or to make one fearful by intimidation.

**LOW-LEVEL THREAT:**

A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension for 1 -3 days**

**MEDIUM-LEVEL THREAT:**

A medium-level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4 - 9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**HIGH-LEVEL THREAT:**

A high-level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term Suspension/Expulsion**

**E. Assault on a Student:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

**F. Assault on a Staff Member or Other Adult on School Property:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

**G. Multiple Assault:**

Physically attacking a student by two or more students acting together. This violation will include students who take an active part in gang initiations involving assault.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term Suspension/Expulsion**

**H. Inciting to Riot/Chaos:**

Behavior of a violent or aggressive nature that occurs and generates aggressive actions, verbal and/or physical, and the response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.

**I. Refusing to Disperse:**

Any student who witnesses an incident and refuses to comply with the request of staff members to disperse. The response of students involved in the incident has the potential for widespread chaos and/or inciting to riot.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**Rule Violation 27: SEXUAL OFFENSE**

A student will not engage in sexual behavior.

**A. Consensual Inappropriate Behavior:** Consensual behavior that is not appropriate on school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension for 1 -3 days**

**B. Offensive Touching:**

Improper touching of an offensive or inappropriate nature.

**C. Sexual Harassment:**

Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

**D. Consensual Sex:**

Inappropriate activity involving willing participants. (Both parties must be charged at the same level)

**E. Indecent Exposure:**

Intentional exposure of private parts of one's body.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**F. Sexual Assault/Rape or Attempted Rape:**

Unlawful sexual assault / attempted sexual assault by force, threat, or fear.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term Suspension/Expulsion**

**Rule Violation 28: ALCOHOL, TOBACCO AND OTHER DRUGS**

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law.

This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

**TOBACCO:**

**A. Possession or Use of Tobacco Products:**

A student may not possess or use tobacco products on school premises.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 –9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**B. Sale or Distribution of Tobacco Products:**

Distributing or selling any tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**ALCOHOL:**

**A. Use or Under the Influence of Alcohol:**

Drinking any alcoholic beverage or the use of any substance containing alcohol, in school, on school grounds, to and from school, on school bus, at any school function, or coming on school grounds or to any school activity after consumption.

**B. Possession of Alcohol:**

Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function.

**C. Sale or Distribution of Alcohol:**

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**Also, the FIRST violation for the above listed alcohol violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the CCA-CFA Director.**

**Alcohol / Drug testing may be required.**

**DRUGS (ILLEGAL SUBSTANCE)**

**A. Use or Under the Influence of Drugs (Illegal Substance):**

Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

**B. Possession or Attempting to Possess Drugs (Illegal Substance):**

Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**C. Paraphernalia:**

Possessing, distributing or using any drug related paraphernalia.

**D. Inhalants:**

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects. White out prohibited at school.

**E. Sale/Distribution (Attempt or Actual):**

Distributing or selling any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

Also, the **FIRST** violation for the above listed drug violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the CCA-CFA Director.

Alcohol/Drug testing **will** be required. There will be no exceptions to this.

**Rule Violation 29: WEAPONS AND DANGEROUS INSTRUMENTS OR OBJECTS**

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. **All items will be confiscated and will not be returned.** Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school related activity can result in the loss of a student's driver's license/permit.

**Special Note:** Any student who inadvertently possesses/finds a weapon **or substance** that may subject a student to punishments may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance.

**A. Toy Knife:**

Possession of any size or shape toy knife.

**B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile:**

May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

**C. Laser lights:** Pointing devices that can cause serious injury to the eyes.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: In school consequence for self-reporting**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 -9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**D. Knife:**

**Simple Possession – Blade 2 ½ inches or smaller:**

A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: In school consequence for self-reporting**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**E. Simple Possession – Blade greater than 2 ½ inches:**

Possession of any knife longer than 2 1/2 inches, regardless of intent.

**F. Razor Blade/Box Cutter:**

Possession of a razor blade, box cutter or similar device for cutting.

**G. Camouflaged Weapon:**

Knife blades or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**H. Object Thrown From a Bus/Van/Vehicle:**

Any object thrown from a school operated vehicle will be considered a missile and will be treated as a weapon.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4- 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**I. Ammunition:**

Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.

**J. Fireworks, Small Explosives:**

Possession of firecrackers or small explosive devices including caps and snapper pops.

**K. Explosive:**

Any device containing combustible material and a fuse.

**L. Antipersonnel Spray:**

Possession of chemicals such as Mace or pepper sprays.

**M. Bomb:**

Any device brought to school that contains combustible material.

**N. Other:**

Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

**Rule Violation 30: FIREARMS**

A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns. (Class 1 Felony Weapon). **Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school-related activity can result in the loss of a student's driver's license/permit. Any student found in possession of a weapon on school grounds or at school related activities that is suspended for more than 10 days or is assigned to an alternative educational setting for more than 10 consecutive days will lose his/her driver's license.**

**A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded):**

As required by N.C.G.S. § 115C-390.10, a student who brings a weapon as defined in N.C.G.S. §§14-269.2 (b), 14-269.2 (b1), and 14-269.2 (g) on school property or at a school-sponsored event must be suspended for 365 days. The local Board of Education, upon recommendation of the superintendent may modify this suspension requirement on a case by case basis.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term Suspension/Expulsion**

**B. Possession of any other weapon or device other than a firearm:**

Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term Suspension/Expulsion**

## **Terms of Suspension**

Violation the Code of Conduct or North Carolina General Statutes may result in some level of disciplinary action. Teachers are encouraged to utilize a variety of behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Code of Conduct and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent.

Most behavioral interventions and disciplinary consequences can occur with the student remaining in school. Examples of in-school interventions include but are not limited to: referral to Administration, time-outs, silent lunches, detention, work programs, meeting of school personnel and/or other professionals, restricted activities, denial of school activities and extra-curricular events, behavior essays, Substance Abuse Programs, Mental Health Programs/evaluations/testing, referrals to other professionals, and involvement with outside agencies.

CCA may request information from professionals that could include Alcohol/Drug assessments by a certified professional, psychological counseling and/or testing with the complete results being released to the CCA-CFA Director. Partial results will not be accepted when these items are required. This may be requested for the safety of other students at the school as well as the well-being of the student. This information will be held in the utmost of confidence and will not be released to any third party without the written permission from the parents.

When, after considering potential mitigating factors, the School Director determines a student's behavior warrants an out-of-school suspension, the School Director may impose a "Short-term Suspension," 10 days or less, or, for more serious violations of the Code of

Conduct, may recommend a “Long-term Suspension” for greater than 10 days, a 365-day suspension or expulsion, to the extent permitted by law and this Code of Conduct. The Superintendent must approve any suspensions of greater than 10 days. The local Board of Education must approve any expulsion from school based on a recommendation of both the School Director and the Superintendent.

This Code of Conduct may be modified on a case-by-case basis to conform to the policies and state law governing conduct for student with disabilities.

Students in grades K-5 shall not be subject to long-term suspension except as required by law or in cases involving serious injury to students or staff or serious threat to safety or welfare of members of the school community.

Any student suspended during the school year at CCA-CFA will be allowed to make up the school work missed. This rule covers class work, homework, tests, and any and all other assignments completed during the suspension. Any suspension will result in loss of extra-curricular activities for the length of the suspension.

## **EXPLANATION OF DISCIPLINARY LEVELS SCHOOL INITIATED CONSEQUENCES**

CCA-CFA is responsible for following the Code of Conduct and applying the appropriate Level intervention for any violations.

### **Level 1: Conference/Verbal Warning**

Staff members may conduct a conference among any combination of the following:

Teacher/Student

Teacher/Parent

Teacher/Student/Administrator

Teacher/Student/Parent

Administrator/Student

Administrator/Parent

Telephone Conference with Administrator/Parent

Telephone Conference with Teacher/Parent

Other parties as deemed necessary

### **Level 2: In-School Suspension/ ISS**

Defined as one full or part of a school day under the supervision of a CCA-CFA employee. This day will be a work and study day separate from the general population of the school.

### **Level 3: Suspension (1-3 days)**

Out of School Suspension. The denial of a student’s right to attend school or school sponsored activities.

**Level 4: Suspension (4-10 days)**

Out of School Suspension. The denial of a student's right to attend school or school sponsored activities

**Level 5: Suspension (11 days or more)**

Out of School Suspension. The denial of a student's right to attend school or school sponsored activities

**Level 6: Long Term Suspension (365 days)/ Withdrawal/Expulsion**

The denial of a student's right to attend school or school sponsored activities

**DUE PROCESS PROCEDURES FOR  
SHORT TERM SUSPENSION**

Out of School Suspensions at Levels 3 and 4 are considered to be Short-term Suspensions as defined by North Carolina state law. Students are entitled to be confronted with the charges against them and given an opportunity to respond. This opportunity will include an oral conversation between the School Director and student. The student will have an opportunity to respond prior to the suspension, except in situations where harm may occur if immediate removal is delayed. Short term suspensions are not reviewable in court.

**DUE PROCESS RIGHTS FOR  
LONG TERM SUSPENSION OR EXPULSION**

Out of School Suspensions at Levels 5 and 6 are considered to be Long-term Suspensions as defined by North Carolina state law. Students facing suspension from school of more than ten school days have the right to a due process hearing to contest the imposition of the suspension and may be represented by an attorney. A student's disciplinary hearing will include the following:

- the student will be confronted with the charges prior to suspension;
- the student will be given an opportunity to respond to the charges and offer any defense prior to suspension;
- CCA-CFA will provide written notice to the student's parents or guardians informing them of the charges and the opportunity to request a hearing;
- upon request, a hearing will be held within ten school days of the start of the suspension;
- the student will be given the opportunity to cross-examine the witnesses who present the school's evidence;
- the student can present his or her own testimony and the testimony of any witnesses on his or her behalf;
- following the hearing, the School Director's decision to impose a long-term suspension will be approved by the Superintendent; and
- the student can appeal the Superintendent's decision to the Board of Education.

Board of Education decisions are considered final agency decisions and are subject to judicial review pursuant to N.C.G.S. §150B- 43 *et seq.* A North Carolina Superior Court may review the record produced at the administrative hearing and reverse upon a finding of any of a number of statutory grounds.

## **Basic Rights and Responsibilities**

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, 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.

### **RESPONSIBILITIES**

#### **A. CCA-CFA Board Responsibilities**

- |  |
|--|
| 1. To adopt a fair and consistent discipline policy that establishes clear standards of student behavior.                                |
| 2. To ensure, through the Director, and the Discipline Committee that there is fair and consistent application of the discipline policy. |

#### **B. 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, respect for authority and for the rights of others.   |
| 3. To make sure that the child attends school regularly 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.  |

#### **C. 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.

#### **D. 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 Dean of Students when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

#### **E. Administrative Responsibilities**

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order at CCA-CFA. The Administration has the primary responsibility for maintaining order on the campus.
3. To discipline students, the administration shall have authority to exercise discipline over the pupils of the school pursuant to the policies adopted under these provisions.
4. To report certain acts to law enforcement. When the Director 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 Director shall immediately report the act to the appropriate local law enforcement agency.
5. To assign duties and responsibilities to the Discipline Committee in reviewing the 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.

**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/she is affiliated with Cornerstone Charter Academy: A Challenge Foundation 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 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.

**Freedom From Harassment:** If an unauthorized individual, whether or not he is affiliated with the school, approaches a staff member for personal information concerning another staff member or student, the request will be denied, the individual will be informed that he/she is seeking private information, the person receiving the request will record the details of the incident and submit a copy of the information to the Director. Likewise, if a student or staff member feels threatened by another individual concerning demands that are not duty-related, he should record the incident and immediately submit the concern to the Director, who will take appropriate action. If it occurs again, the Director will investigate it, and determine whether or not harassment charges should be pursued against the individual. Parents, of course, have every right to seek and obtain private information concerning their own child/ren, but not the private information concerning others.

**Safe & Orderly Classroom Visits:** Parents and visitors are welcome at Cornerstone Charter Academy: A Challenge Foundation Academy, and encouraged to actively participate in their children's education. In the interest of maintaining a safe and orderly environment for students, however, we request that all visitors check in with the school's secretary, arrive five minutes before the beginning of the class they wish to observe, and remain in the class until all students have been released.

Cornerstone Charter Academy-CFA  
**RELEASE OF INFORMATION**

I, \_\_\_\_\_, SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Students name)

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_\_, hereby authorize the release of information between

\_\_\_\_\_ and Cornerstone Charter Academy. This is a reciprocal agreement between the two designated parties and the exchange of information in either direction. This information is to include: (please initial the appropriate areas)

- |  |  |
|--|--|
| <input type="checkbox"/> Admission Face Sheet                            | <input type="checkbox"/> Assessment Report         |
| <input type="checkbox"/> Psychiatric Consult/Evaluation                  | <input type="checkbox"/> Progress Notes            |
| <input type="checkbox"/> Treatment Plan and Review                       | <input type="checkbox"/> Treatment Update, Verbal  |
| <input type="checkbox"/> Psychological Evaluation & Tests                | <input type="checkbox"/> Treatment Update, Written |
| <input type="checkbox"/> Medications                                     | <input type="checkbox"/> Recommendations           |
| <input type="checkbox"/> Lab Results                                     | <input type="checkbox"/> Discharge Summary         |
| <input type="checkbox"/> Correspondence (specify): _____                 |  |
| <input type="checkbox"/> Other (specify): _____                          |  |
| <input type="checkbox"/> All of the above information that is available. |  |

I hereby request and authorize the above-named agency, organization or individual, which possesses information relative to the student, named above to release information to Cornerstone Charter Academy-A Challenge Foundation Academy. I understand that the information to be released may include information regarding DRUG ABUSE, ALCOHOL ABUSE, and PHYSICAL PROBLEMS OR PSYCHOLOGICAL OR PSYCHIATRIC INPAIRMENTS.

I certify that this authorization is made freely, voluntarily and without coercion. I understand that the information to be released is protected under state and federal laws and cannot be redisclosed without my consent unless otherwise provided for by state or federal law. I understand that I may revoke this authorization at any time, except to the extent that action has already been taken to comply with it. Without my express revocation, this consent will automatically *expire in one year*. A photocopy of this authorization may be considered as valid as the original.

\_\_\_\_\_  
(Patient/Parent/Legal Guardian Signature) (Date)

\_\_\_\_\_  
(Witness) (Date)

**Cornerstone Charter Academy-CFA**  
2535 New Garden East  
Greensboro, North Carolina 27455  
Telephone: 336-482-3855

DATE: \_\_\_\_\_

**NOTICE OF SUSPENSION:**

Dear Parent/Guardian:

Your child, \_\_\_\_\_, has been given a \_\_\_ day suspension due to the infraction(s) listed below. This suspension will be in place from \_\_\_\_\_ through \_\_\_\_\_.

We are quite hopeful that \_\_\_\_\_ will be a fine student at Cornerstone Charter Academy: A Challenge Foundation Academy when they focus attention on schoolwork and the student's future.

Reason(s) for Suspension

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Conditions of Return: *Note if any of the conditions required have not been fully complied with this will extend the length of suspension.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Director Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_