

Updated 8/1/17



A Challenge Foundation Academy

**BREVARD ACADEMY:**

**A CHALLENGE FOUNDATION ACADEMY**

**STUDENT CODE OF CONDUCT**

## **Mission Statement**

***The mission of BA-CFA is to prepare students to achieve academic excellence through the use of the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents, the school strives to develop citizens with strong moral character prepared for a lifetime of active intellectual inquiry.***

## **Vision**

***BA-CFA, a K – 8 public charter school, develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression and problem solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.***

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**We, at Brevard Academy: A Challenge Foundation Academy believe that all children are valuable, have an innate curiosity, a willingness to learn, and that every child brings a unique gift to our school.**

**We believe that school should:**

- Ensure a safe, nurturing environment**
- Promote teacher/student relationships**
- Foster whole-child education**
- Be a setting that inspires high academic achievement**
- Embrace cultural diversity**
- Provide a socially, emotionally, and physically enriching environment**
- Encourage and support teachers to use creative teaching methods**
- Be a community of teachers, school director, parents, board members and students that support and respect each other**
- Develop lifelong learners**

**We believe that teachers should:**

- Respect and value the gifts of each student**
- Be sensitive to the emotional and physical needs of students**
- Foster a love of learning and curiosity**
- Be committed to the success of each student**
- Recognize and teach to the whole child**
- Promote student responsibility through positive reinforcement and encouragement**
- Continually seek professional development**

**We believe that students should:**

- Be respectful and responsible members of the community**
- Believe in the potential of each person, including themselves to learn**
- Think globally and embrace the ideals of tolerance and fairness**
- Be active, positive participants in their school communities and the community as a whole**
- Approach and solve problems creatively and collaboratively**
- Be self-motivated and confident in their abilities to achieve**
- Value and respect themselves as well as others**

## **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.

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

1. To adopt a fair and consistent discipline policy that establishes clear standards of student behavior.
2. To ensure, through the School 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.

### ***MEDICATIONS:***

Students are not to have prescription or 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 nurse 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 the 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 BA-CFA office staff.

### **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 and respect and not ridicule or use negative comparisons 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.

### **E. School Director's Responsibilities**

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order at BA-CFA. The School Director has primary responsibility for maintaining order on the campus.
3. To discipline students and the School Director 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 School 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 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 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 BA-CFA, 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 an 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.

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**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 School 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 School Director, who will take appropriate action. If it occurs again, the School 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 BA-CFA, 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.

### **Foreword**

A college preparatory education is the primary purpose of Brevard Academy: A Challenge Foundation Academy (BA-CFA). 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, School Director, administrative and support personnel, and the Board of Directors of BA-CFA 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 BA-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 BA-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.

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

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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 is for students to do the right thing, even when no one is looking.*

## Student Code of Conduct

The code of conduct for students attending BA-CFA is presented as rules. These rules have been adopted by BA-CFA and represent its official policy. Teachers, School Director, and other authorized personnel (including volunteers and bus drivers) are responsible for monitoring student conduct. Rule violations are to be documented and reported to the School Director.

### EXPLANATION OF DISCIPLINARY LEVELS

#### SCHOOL INITIATED CONSEQUENCES

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

**All levels will involve documentation. Brevard Academy staff reserve the right to individually assess the consequences based on the severity of each offense.**

- Level 1:** Verbal warning
- Level 2:** Parent contact
- Level 3:** Detention. During this time, the student will be given counseling by the supervising teacher on student responsibilities.
- Level 4:** Mandatory conference with parents or guardians, student, school discipline committee, and relevant staff. The objective will be to establish an immediate Personal Education Plan or behavior contract. An additional mandatory conference will be rescheduled up to two weeks after this to reevaluate the student's performance.
- Level 5:** Office referral along with mandatory contact/conference with parent or guardian, student, school discipline committee representative, administration, and relevant staff. If deemed necessary, out of school suspension will be issued for a designated time set by administration. This means the denial of a student's right to attend school or school sponsored activities.
- Level 6:** Long Term Suspension/Withdrawal/Expulsion  
The denial of a student's right to attend school or school sponsored activities.

#### Parent Conferences

Certain violations require a parent conference. If a parent is unavailable for or refuses a conference when requested (See Parent Responsibility #8), the student may face out of school suspension until the conference can occur.



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### **Terms of Suspension**

Any student suspended for a first time during a school year at BA-CFA may be allowed to make up the school work missed and receive up to 80% credit of the grade. This rule covers class work, homework, tests, and any and all other assignments completed during the suspension.

**\*\*Each additional suspension will result in all school work being graded as Zero in the grade book. Any suspension will result in loss of extra-curricular activities for the semester in which the suspension occurs.**

Any student receiving a **Level 5** suspension or higher, or multiple **Level 4** Behavior contracts 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.

***Note: at the discretion of the School Director other interventions may be assigned as deemed appropriate.***

### **Sample list of Interventions:**

Referral To School Counselor, time-outs, detention, meeting of school personnel and/or other professionals, restricted activities, denial of school activities and extra-curricular events. Please note that this list is not all-inclusive but only a sample of possible interventions.

### **DUE PROCESS PROCEDURES /RIGHTS of APPEAL**

The following procedure is to be followed whenever a parent disagrees with a particular discipline situation:

1. The parent is to set an appointment to meet with the teacher or staff member if the issue does not involve documentation.
2. It should be brought to the School Director if the issue involves documentation.
3. If not satisfactorily resolved it is then referred to the Discipline Committee.
4. Finally, if the issue remains unresolved, the School Director will hear the evidence and make a determination. A final recourse for the parent is to write a letter of grievance to the BA-CFA Board of Directors. Letters should be addressed to the Chairperson of the Brevard Academy: A Challenge Foundation Academy Board of Directors, Brevard Academy, 1110 Hendersonville Highway, Pisgah Forest, N.C. 28768.

**A COPY OF THE APPEALS FORM MAY BE OBTAINED AT THE SCHOOL OR COPIED FROM THE INTERNET SITE.**

### **DUE PROCESS PROCEDURES**

#### **LONG-TERM SUSPENSION OR EXCLUSION**

#### **SCHOOL DIRECTOR RECOMMENDATION:**

School Director notifies student and parent(s)/guardian of recommendation for long-term suspension or exclusion.

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**School Level Procedures:**

When a student is sent to the School Director for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student.

**The administrator:**

1. Advises the student of the charge(s).
2. Advises the student of the facts on which the charge(s) are based.
3. Gives the student an opportunity to respond to the charge(s) and to provide his/her version.
4. Provides written verification of the proposed disciplinary actions (including a written statement of appeal procedures) to the parent(s)/guardian.
5. Makes every effort to notify the student's parent(s)/guardian by telephone if immediate action will be taken to suspend the student based on guidelines in the Student Code of Conduct.

**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 contact the school office for a complete explanation.

**ALL STUDENTS WILL:**

Attend school and class every day

Dress appropriately

Do as instructed by teachers and staff

Bring all needed materials to class

Allow school officials to conduct a reasonable search

Use the computer and the Internet for official school activities

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## **CODE OF CONDUCT RULES/SCHOOL CONSEQUENCES**

### **Rule 1 ATTENDANCE:**

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(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent or truant students.

### **SCHOOL INITIATED CONSEQUENCES:**

Five tardies or unexcused absences - Parent contact

Ten tardies or unexcused absences - Mandatory conference with parent and administration

Fifteen tardies or unexcused absences - Mandatory conference with discipline committee

**Brevard Academy policy is for each student to attend a minimum of 160 days of instructional time. Any student missing 20 days or more will be in jeopardy of retention.**

### **Rule 2 STUDENT DRESS CODE**

**Please see student/parent handbook for a complete outline of the student dress code**

### **SCHOOL INITIATED CONSEQUENCES:**

Conference/Verbal Warning and school will contact parents/guardian to bring proper uniform attire to school for the student to change into.

### **Rule 3 PERSONAL PROPERTY:**

A student will not bring to class or possess in class any object that has no educational purpose and may distract from teaching and learning. This includes such items as cellular phones and ipods. **(All items will be confiscated with the item returned to the parent at a mutually agreed time.)**

### **Selling Items on Campus:**

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

### **Rule 4 MISREPRESENTATION:**

A student will not lie or cheat.

### **A. Cheating:**

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

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

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

### **C. 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

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**Rule 5 INSUBORDINATION, PROFANITY OR OBSCENITY AND GENERALLY DISRUPTIVE BEHAVIOR:**

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 a student, or talking back to a staff member in a rude 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.

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.

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.

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**G. Chronic Lack of Supplies:**

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

**\*Middle School homework policy is as follows:**

**6th Grade**

6th Grade is allowed one extra day to turn in the work with a 20% penalty. If it is still not turned in, the missed assignment will result in a zero.

**7th and 8th Grade**

Late work is not accepted after the due date for 7th & 8th grade. It will result in a zero.

**H. Other:**

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

**Rule 6 UNSAFE ACTION:**

A student should not commit any action that has the potential to cause danger or physical harm to himself or to others, or be in any unauthorized area unsupervised.

**Rule 7 GAMBLING:**

A student will not play games of skill or chance for money or property.

**Rule 8 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, computers, or any other school equipment, to include graffiti.

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

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

Note: Damages must be reimbursed in each situation.

**Rule 9 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.

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**Rule 10 THEFT, BREAKING AND ENTERING, BURGLARY, ROBBERY AND EXTORTION:**

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 BA-CFA, any staff member or any student without prior permission.

**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.

**Rule 11 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.

**Rule 12 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. (See internet policy)

**Rule 13 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, explicit or graphically violent materials (i.e., instructions/documentation concerning the creation of or the use of weapons unless directly related to the curriculum or for academic purposes).

**Rule 14 FALSE ALARM AND BOMB THREAT:**

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 bus or at any school function.

Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity. **N.C.G.S. §115 C-391(d3) requires an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb.**

**Rule 15 AGGRESSIVE PHYSICAL ACTION:**

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

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**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. Subsequent incidents will result in more restrictive consequences.

**C. Threatening/Intimidating a Student or Staff:**

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

**D. Assault on a Student or Staff:**

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).

**Rule 16 SEXUAL OFFENSE:**

A student will not engage in sexual behavior.

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

**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/ Non Consensual Sex/Assault:**

Inappropriate activity involving willing/unwilling participants by force, threat or fear.

**E. Indecent Exposure:**

Intentional exposure of private parts of one's body.

**Rule 17 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 or illegal drug as defined by state law. This prohibition includes, but is not limited to drug paraphernalia.

**Rule 18 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.**

## BEHAVIOR & CONSEQUENCES CHART

The Behavior & Consequences Chart sets forth recommended and required consequences for violations of our established behavior guidelines. Disruptive and disrespectful behavior that goes beyond classroom intervention will be referred to the school administration and to families so they can become involved immediately in addressing and resolving that behavior. Teachers and the school administration retain the discretion to modify disciplinary procedures and consequences and/or to take more severe and immediate action when deemed necessary and appropriate.

Please note that consequences listed are a “menu” of consequences, not intended to be directly and only correlated with the behavior listed on that line.

<p><b>Level 1: Actions disrupt flow of instruction and/or school culture but do not cause additional harm to others</b></p> <p><b>Minor class handled behaviors</b></p>	<p><b>Documentation of incident using discipline log.</b></p> <p><b>Teacher consequences as appropriate such as:</b></p>
<p style="text-align: center;"><b>Behavior</b></p>	<p style="text-align: center;"><b>Consequence</b></p>
<p>Not abiding by class constitution or general expectations for kind, respectful behavior</p> <p>Unauthorized use of device (phone, music, camera, etc.) 1<sup>st</sup> time</p> <p>Unauthorized use of device (phone, music, camera, etc.) 2<sup>nd</sup> time</p> <p>Leaving classroom or assigned location without permission</p> <p>Possession of inappropriate item</p> <p>Public Display of Affection</p> <p>Dress code (1<sup>st</sup> time)</p> <p>Dress code (2<sup>nd</sup> time)</p> <p>Repeated tardiness to class or school</p>	<p>Verbal warning/reminder</p> <p>Time out (in classroom)</p> <p>Apology (“Talk it out”)</p> <p>Teacher led conference with student and appropriate staff members.</p> <p>Loss of participation in class activities</p> <p>Reflection form</p>
<p><b>Level 2: Actions could result in harm and are in direct opposition with our school culture of kindness and respect.</b></p> <p><b>May require action by the Dean of Students.</b></p> <p><b>Requires teacher documentation and parent contact.</b></p>	<p><b>Documentation of incident using discipline log.</b></p> <p><b>Requires parent contact by teacher.</b></p> <p><b>Progressive Teacher/Administrator consequences including but not limited to:</b></p>
<p style="text-align: center;"><b>Behavior</b></p>	<p style="text-align: center;"><b>Consequence</b></p>
<p>Repeated Level 1 behaviors</p> <p>Failure to follow through with consequences for inappropriate behavior</p> <p>Failure to follow reasonable request of the adult in charge and/or disrespect</p>	<p>Conference with student and parent contact/conference led by teacher and/or administration:</p> <p>Conference with student</p> <p>Parent contact/conference led by teacher and/or administration</p>



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<p>Repeated dress code violations (3rd strike)          Repeated technology violations (3rd strike)          Plagiarism; cheating on assignment or exam.          Throwing rocks, snowballs, sticks or any object not intended for play          Horseplay or aggressive behavior that could result in an injury          Repeated failure to come to school prepared (without supplies, homework, etc.)          Minor disruption to the education of others</p>	<p>Temporary removal from class--work in a different classroom.          Community accountability (restitution, service, class meeting)          Reflection Time/Detention(s)          Loss of participation in extracurricular activities (e.g., sports, band, clubs)          Peer mediation          Behavior contract written with student and parents          Student and parent/guardian notified of potential escalation to Level 3.          Referral to counseling</p>
<p><b>Level 3: Actions that cause harm to property or are repeated behaviors that could cause harm and are in direct opposition with our school culture of kindness and respect.</b></p> <p><b>Requires action by the Dean of Students.</b></p>	<p><b>Documentation of incident using discipline log.          Documentation of incident using Office Referral form.</b></p> <p><b>Requires Parent Contact and Parent Conference by teacher and administrator..</b></p> <p><b>Progressive - Administrator consequences including but not limited to:</b></p>
Behavior	Consequence
<p>Repeated Level 2 behaviors          Inappropriate language, including profanity and disrespect          Leaving school premises without permission          Entering school without permission during suspension period          Inappropriate Item on School Grounds          Vandalism          Property damage          Skipping Class          Major Disruption to others education          Theft</p>	<p>Community accountability (restitution, service, class meeting) + in school or out of school suspension (up to 10 days)          Parent conference led by administration          Re-entry meeting with Administration          Parent shadowing (during school day)          Referral to counseling          Time out in Office          Possible local law enforcement involved</p>
<p><b>Level 4: Actions cause others to feel unsafe and/or cause harm to others or self.</b></p> <p><b>Requires action by Dean of Students and/or School Director.</b></p>	<p><b>Documentation of incident using discipline log.          Documentation of incident using Office Referral form.</b></p> <p><b>Requires Parent Contact and Parent Conference and the creation of Behavior Contract or Personalized Education Plan.</b></p> <p><b>Progressive/Administrator consequences including but not limited to:</b></p>
Behavior	Consequence

<p>Repeated Level 3 behaviors</p> <p>Fighting or unwanted physical contact</p> <p>Horseplay/Aggressive behavior resulting in serious injury</p> <p>Bullying/Harassment*</p> <p>Property damage*#</p> <p>Extortion*\$</p> <p>Gang activity*#</p> <p>Communicating threats*#</p> <p>Fighting (affray)*#</p> <p>Discrimination*#</p> <p>Assault not resulting in serious injury*#</p> <p><b>Being in possession of or under the influence of alcohol or a controlled substance#</b></p>	<p>Parent conference led by administration</p> <p>Mediation with other students</p> <p>Referral to counseling</p> <p>In school suspension</p> <p>Short term out of school suspension (up to 10 days)</p> <p>Teacher and administration determine the full consequence which may include:</p> <ul style="list-style-type: none"> <li>● community service,</li> <li>● longer-term suspension,</li> <li>● referral to Board for expulsion, etc</li> </ul> <p>*Required report to Department of Public Instruction (DPI)</p> <p><b>#Report to law local enforcement involvement</b></p>
<p><b>Level 5: Actions pose significant threat and/or harm to others.</b></p> <p><b>Requires action by Dean of Students and School Director.</b></p>	<p><b>Documentation of incident using discipline log.</b></p> <p><b>Documentation of incident using Office Referral form.</b></p> <p><b>Requires Parent Contact and Parent Conference and the creation of Behavior Contract or Personalized Education Plan.</b></p> <p><b>Required Consequences:</b></p>
<p><b>Behavior</b></p>	<p><b>Consequence</b></p>
<p>Repeated Level 4 behaviors</p> <p>Possession of weapon, firearm, powerful explosive*#</p> <p>Possession, sale or transmission of alcohol or controlled substances*#</p> <p>Assault involving the use of a weapon*#</p> <p>Assault resulting in a serious injury*#</p> <p>Burning of a school building*#</p> <p>Gang activity*#</p> <p>Threats of terrorist nature or hate crimes*#</p> <p>Sexual offense*#</p> <p>Sexual assault *#</p> <p>Rape*#</p>	<p><b>Elementary (K-5):</b></p> <p>Immediate 3-day-minimum suspension.</p> <p>Administration determine the full consequence which may include:</p> <ul style="list-style-type: none"> <li>● community service,</li> <li>● longer-term suspension,</li> <li>● referral to Board for expulsion, etc.</li> </ul> <p><b>Middle School (6-8):</b></p> <p>Immediate 5-day-minimum suspension.</p> <p>Administration determines the full consequence which may include:</p> <ul style="list-style-type: none"> <li>● community service,</li> <li>● longer-term suspension,</li> <li>● referral to Board for expulsion, etc.</li> </ul> <p><b>All Grades:</b></p>

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<p>Indecent liberties with a minor*#</p> <p>Kidnapping*#</p> <p>Homicide*#</p> <p>Bomb threats or engaging in a bomb hoax*#</p> <p>Arson*#</p> <p>Robbery with a dangerous weapon*#</p> <p>False fire alarm#</p> <p>Fire equipment tampering#</p>	<p>*Required report to DPI</p> <p># Required report to Law Enforcement. Law enforcement will investigate and petition to press charges if the situation warrants.</p>
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Updated 8/1/17

**Brevard Academy-CFA  
Code Of Conduct  
Signature Page**

**I have read and understood the Code of Conduct and Parent/Student Responsibilities. I agree to support and uphold the Brevard Academy-CFA Code of Conduct.**

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**