

## Appendix F: Code of Conduct

Achievement First provides a safe and structured environment that promotes scholars' academic and social development. The school's culture is a key element of our academic success. Choosing to disrupt the learning of yourself or others is not appropriate or acceptable. Scholars who fail to meet our clearly defined standards for appropriate and acceptable conduct are not allowed to disrupt the education of others. Scholars are held accountable through clear consequences for violating the school's rules.

We care about our scholars' safety and conduct not simply when they are in school – but at all times, including when they are traveling to and from school or school activities. Therefore, a disciplinary offense is a violation of the school's Code of Conduct if it occurs while the scholar is at school and/or on school grounds; is participating in a school-sponsored or other related activity; is walking to or from school or a school-sponsored or other related activity; is walking to or from, waiting for, or riding on school-provided transportation; or is walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored or other related activity. School-related disciplinary offenses may also include misconduct outside the school, including through the use of an electronic device owned, leased or used by the school or actions or speech on social media where evidence exists that the scholar's conduct had a significant impact on the educational environment and/or continued presence as a result of such conduct would have a substantial detrimental effect on the school, including the safety or rights of the scholar, other scholars, or staff members.

Scholars may be removed from class and/or school immediately if the scholar's presence in school or class poses a continuing danger to persons or property, an ongoing threat of danger, or a serious disruption to the academic process. We recognize that removal from the classroom directly impacts the learning for all scholars. Removal from class is not our first mode of support for any scholar, and will only be used if a scholar continuously does not meet expectations, disrupts learning time, or poses a threat to their safety or others *after* the teacher or school staff attempts to de-escalate the scholar in the classroom.

The school's Code of Conduct may be supplemented by teachers' rules for their classes and other school events. The school may develop a student feedback system and will provide materials about this system at Scholar Orientation, Parent Orientation, or other appropriate time at the beginning of the school year. The system may change throughout the year (*e.g.*, expectations are different in the beginning of the year and the end of year and are adaptable), and the school will alert scholars about material changes (*e.g.*, certain behaviors are now demerits that previously were not). A student feedback system is a behavior support and intervention that gives real-time feedback to scholars and regular feedback to families on how the scholar is meeting classroom and school-wide behavior expectations. This system can lead to both rewards (*e.g.*, privileges, awards, or shout-outs) or consequences and supports (*e.g.*, loss of privileges, interventions, and/or extensions). Repeated and/or severe behavior resulting in demerits and/or extension may also lead to suspension under the Code of Conduct below.

Disciplinary offenses result in consequences subject to the discretion of the principal or their designee(s) and may include demerits, Scholar Dollar deductions, extension, school service/cleaning (if the offense is related to defacing or damaging school property), loss of school privileges, Homework Extension, Saturday Extension, in-school suspension, out-of-school suspension, and/or expulsion. In determining the appropriate disciplinary action, school personnel who are authorized to impose disciplinary

penalties may consider, among other things, the scholar’s prior disciplinary record. Suspended scholars are not allowed to participate in school activities. Any breaches of state or federal law may be handled in cooperation with the police department or other authorities.

**The following list of behavior infractions is not meant to be exhaustive, but rather provides examples of prohibited conduct and corresponding consequences.** Additional violations of school rules and behaviors that compromise the school community and the learning of others will also merit consequences. Importantly, although the list is intended to provide expectations regarding the link between scholar misconduct and consequences, each scholar and each incident is different and may have a variety of mitigating (*e.g.*, first time engaging in this conduct or sincere apology and acceptance of responsibility) or aggravating factors (*e.g.*, multiple violations in one incident or repeated incidents or the severity and negative impact of the behavior). For that reason, the principal or the principal’s designee may, in their discretion, assign a different consequence than outlined in the ranges below, provided the consequence must be in keeping with the spirit of this policy and must be consistent with applicable law. Consequences must always be reasonable and developmentally appropriate, and intended to address the specific prohibited conduct.

INFRACTIONS	RANGE OF SCHOOL RESPONSES, INTERVENTIONS, AND CONSEQUENCES Summary of typical range: from warning to exclusion/removal from class
<p><b><i>Violation of School Rule</i></b></p> <ul style="list-style-type: none"> <li>● Being out of uniform</li> <li>● Arriving late to school or class</li> <li>● Mistreatment or inappropriate use of technology or school property</li> <li>● Minor damage to property (<i>e.g.</i>, light pencil markings on desk)</li> <li>● Possession of inappropriate property or technology or an object expressly prohibited or that impedes the learning process</li> <li>● Unauthorized use of the building elevator</li> </ul> <p><b><i>Disrespect</i></b></p> <ul style="list-style-type: none"> <li>● Minor disrespect of a fellow scholar or scholars</li> <li>● Minor disrespect of a faculty member, staff member, visitor, volunteer, school transportation provider, or other member of the school community</li> </ul> <p><b><i>Disruptive, distracting behavior</i></b></p> <ul style="list-style-type: none"> <li>● Disrupting class or school activity for any reason</li> <li>● Horse-playing</li> <li>● Running in hallways</li> <li>● Making unreasonable or distracting noise</li> <li>● Being off-task</li> <li>● Failing to follow directions, delaying in following directions or otherwise undermining directions</li> </ul>	<ul style="list-style-type: none"> <li>○ Non-verbal warning</li> <li>○ Verbal warning or reprimand</li> <li>○ Reflecting on behavior orally and/or in writing</li> <li>○ Verbal or written apology</li> <li>○ Time out within the classroom</li> <li>○ Scholar-scholar mediation</li> <li>○ Scholar-teacher conference</li> <li>○ Scholar-administrator conference</li> <li>○ Sitting in their seat during breaks</li> <li>○ Modified lunch setting and/or lunch extension</li> <li>○ Modified classroom participation (<i>e.g.</i>, limited partner work, etc.) to best support the scholar</li> <li>○ Seating arrangement changed</li> <li>○ Note home to parent/guardian to be signed and brought back to school</li> <li>○ Call home to parent/guardian</li> <li>○ Request meeting with parent/guardian</li> <li>○ Confiscation of property (if related to infraction)</li> <li>○ Performing extra service for the school, such as cleaning (if related to infraction)</li> <li>○ Paying for or replacing damaged or missing property</li> <li>○ Loss of classroom or other school privileges</li> <li>○ Missing school events, trips, or activities</li> <li>○ Extension</li> <li>○ Friday Extension</li> </ul>

<ul style="list-style-type: none"> <li>● Refusing to follow directions</li> </ul> <p><b>Being unprepared for class</b></p> <ul style="list-style-type: none"> <li>● Being unprepared for class</li> <li>● Failing to maintain desk or locker area as required</li> <li>● Failing to have school document, homework, or exam signed</li> <li>● Failing to complete homework or other assignment</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension of Transportation (if related to infraction)</li> <li>○ Time out outside the classroom</li> <li>○ Sent to dean’s office, principal’s office or other designated area</li> <li>○ Exclusion and/or removal from a particular class or event</li> </ul>
<p><b>SERIOUS INFRACTIONS</b></p>	<p><b>RANGE OF SCHOOL RESPONSES, INTERVENTIONS AND CONSEQUENCES</b></p> <p>Summary of typical range: from exclusion/removal from class to in-school suspension</p>
<p><b>Disrespect</b></p> <ul style="list-style-type: none"> <li>● Serious disrespect of a fellow scholar or scholars</li> <li>● Serious disrespect of a faculty member, staff member, visitor, volunteer, school transportation provider, or other member of the school community</li> <li>● Using an abusive, vulgar, or profane word or phrase</li> </ul> <p><b>Not being where the scholar is supposed to be</b></p> <ul style="list-style-type: none"> <li>● Cutting school, class, or required in-school or after-school activity (including extension, homework make-up, required tutoring, etc.)</li> <li>● Departing, without permission, from class, floor, building, or school-sponsored activity or going to an unauthorized location</li> <li>● Refusing to leave an area where the scholar is not supposed to be – or refusing to leave an area where the scholar is distracting others</li> <li>● Obstructing or blocking vehicular or pedestrian traffic</li> </ul> <p><b>Not following consequences</b></p> <ul style="list-style-type: none"> <li>● Failing to comply with school-imposed consequences (e.g., skipping or refusing to go to an extension or other consequence)</li> <li>● Disrupting Friday Extension, in-school suspension, or another significant consequence through misbehavior</li> </ul> <p><b>Repeated misbehavior</b></p> <ul style="list-style-type: none"> <li>● Being removed from class/asked to report to the dean of students’ office, principal’s office, or other designated area during class more than one time in a given day</li> </ul>	<ul style="list-style-type: none"> <li>○ Any consequence outlined above for infractions (listed above)</li> <li>○ Additional oral or written reflections and/or apologies</li> <li>○ Request formal meeting with parents/guardians</li> <li>○ In-school suspension</li> <li>○ Short-term out-of-school suspension</li> </ul>

<ul style="list-style-type: none"> <li>● Being removed from class/asked to report to the dean of students' office, principals' office, or other designated area during class more than three times in a given week</li> <li>● Excessive and/or repeated afterschool extensions</li> <li>● Repeated offenses for which the scholar has already earned in-school suspension or other consequences</li> </ul> <p><b>Other serious infractions</b></p> <ul style="list-style-type: none"> <li>● Serious versions of conduct listed under the infractions category</li> </ul>	
<p><b>MAJOR OFFENSES</b></p>	<p><b>MAJOR OFFENSES: Range of School Responses, Interventions and Consequences</b> Summary of typical range: from in-school suspension to out-of-school suspension</p>
<p><b>Medication or Tobacco</b></p> <ul style="list-style-type: none"> <li>● Using or possessing over-the-counter medication inappropriately</li> <li>● Using, possessing or transferring tobacco, e-cigarette or related products or accessories</li> </ul> <p><b>Fleeing or blocking access</b></p> <ul style="list-style-type: none"> <li>● Fleeing an area, which includes, but is not limited to, running around the classroom, running in the hallways or between floors away from adults, and running out of the building</li> <li>● Blocking access to any part of the school building</li> </ul> <p><b>Action that impairs the school's ability to function</b></p> <ul style="list-style-type: none"> <li>● Action that seriously impairs the ability of the school to function, including, but not limited to, extreme language, refusal to move, intentionally sustained distracting behavior, or demeaning or intimidating speech</li> <li>● Gross disrespect of a faculty member, staff member, visitor, volunteer, school transportation provider, or other member of the school community</li> </ul> <p><b>Abuse or Harassment</b></p> <ul style="list-style-type: none"> <li>● Committing sexual, racial, or any form of harassment or intimidation</li> <li>● Bullying, cyber bullying, intimidation, hazing, threats, and/or harassment of another scholar (see bullying and cyber bullying sections for more detail)</li> </ul>	<ul style="list-style-type: none"> <li>○ Any consequences outlined above for infractions or serious infractions (listed above)</li> <li>○ In-school suspension</li> <li>○ Short term out-of-school suspension</li> <li>○ Long-term of-of-school suspension</li> </ul>

<p><b>Damaging Property</b></p> <ul style="list-style-type: none"> <li>○ Damaging or destroying personal or school property – or attempting to do so</li> <li>○ Throwing, pushing, or moving furniture/classroom objects in an aggressive or upset manner</li> <li>○ Gross disrespect or destruction of school property, including graffiti</li> </ul> <p><b>Physical Aggression</b></p> <ul style="list-style-type: none"> <li>○ Making verbal or physical threats, empty or otherwise</li> <li>○ Fighting, pushing, scratching, shoving, biting, punching, grabbing, slapping, kicking or any other unwanted physical contact – or any contact with the intent to hurt, but without causing serious injury</li> <li>○ Any action that presents imminent threat to physical safety of self or others</li> <li>○ Throwing an object at another person or in the classroom</li> </ul> <p><b>Sexual Activity</b></p> <ul style="list-style-type: none"> <li>○ Engaging in sexual activity or inappropriate touching</li> <li>○ Indecent exposure</li> </ul> <p><b>Gambling, Stealing, Lying, Forgery, Plagiarism</b></p> <ul style="list-style-type: none"> <li>● Gambling</li> <li>● Lying or giving false information to, or misleading, staff member</li> <li>● Stealing</li> <li>● Plagiarism, cheating, altering records or forgery, including forging of parental signatures</li> </ul> <p><b>Other major offenses</b></p> <ul style="list-style-type: none"> <li>● Major versions of conduct listed under the serious infractions category</li> </ul>	
<p><b>EGREGIOUS OFFENSES</b></p>	<p><b>EGREGIOUS OFFENSES: Range of School Responses, Interventions and Consequences</b> Summary of typical range: from out-of-school suspension to expulsion</p>
<ul style="list-style-type: none"> <li>● Repeated major offenses and/or fundamental disregard for school policies and procedures in a manner that presents an unsafe or abusive condition for members of the school community or seriously disrupts the educational process of the school</li> </ul>	<ul style="list-style-type: none"> <li>○ Any consequences outlined above for infractions, serious infractions or major offenses</li> <li>○ Short-term out-of-school suspension, usually for an extended period (<i>e.g.</i>, more than one day)</li> <li>○ Long-term out-of-school suspension</li> </ul>

- Creating a hazardous or offensive condition, such as setting off false alarms, making bomb or other violent threats, or calling in threats, empty or otherwise, enabling unauthorized individuals to access the school building
- Threatening a staff member or their family friends with serious physical harm or ongoing repeated and/or specific threats made to another member of the school community creating or intended to create an unsafe environment for the other individual
- Significant destruction or attempted significant destruction of school property, including arson
- Significant theft (*e.g.*, items valued at several hundred dollars) or stealing from a staff member, including money, wallet, credit cards, and personal possessions
- Possession, use, or transfer of drugs, alcohol, or controlled substances, including, but not limited to, illegal drugs (*e.g.*, marijuana), drug paraphernalia, prescription medication or alcohol, on school grounds or at a school-sponsored event
- Sale or distribution of drugs, alcohol, or controlled substances, including, but not limited to, illegal drugs (*e.g.*, marijuana), drug paraphernalia, prescription medication, tobacco or alcohol, on school grounds or at a school sponsored event
- Possession, use, or transfer of a firearm or weapon or mock weapon, including, but not limited to, the following: firearm, air gun, BB gun, knife, bludgeon (*e.g.*, metal knuckles), sling shot, explosives, dangerous chemicals,, any sharp pointed instrument or other dangerous instrument intended as a weapon (*e.g.*, broken glass, lighter, baseball bat, etc.)
- Assault and/or use of extreme force against or an action intended to inflict serious injury upon another scholar or scholars, school personnel, or other member(s) of the school community; actions that should have been reasonably foreseen as having the potential to inflict serious injury are included
- Sexual assault
- Physically assaulting a staff member or other adult members of the school community; this includes, but is not limited to hitting, kicking, punching, slapping, or pushing

When an egregious offense occurs, both the principal and regional superintendent should be notified immediately. Past disciplinary offenses may be considered in the school's decision-making around consequences. If the scholar has already been found to have engaged in an egregious offense that did not result in long-term suspension earlier in the school year, the school is more likely to recommend long-term suspension upon any subsequent egregious offense.

<ul style="list-style-type: none"><li>● Scholar charged with or convicted of a felony that poses a continuing danger to persons or property or ongoing threat of serious disruption to the academic process</li><li>● Scholars with a protective order against them that is based on or involves violence, severe harassment, or threat of violence against another scholar or staff member</li><li>● Egregious versions of conduct listed under the major offenses category</li></ul>	
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