

## **I. Introduction**

The Board of Education wants every person that participates in the extracurricular activities to be respectful, responsible, and safe wherever they are. This kid friendly version of the Boards policy is intended for explanation to young children. However, this code of conduct kid friendly version does not take the place of the Board

## **II. Definitions**

- A. Bullying means when someone tries to severely frighten or hurt another person. This can be done in person or over the internet.
- B. Cyberbullying means when someone uses the internet to say unkind things about another person.
- C. Disruptive student is a student who behaves in a way that makes it hard for other students to learn and hard for the teacher to teach.
- D. Harassment means when someone bothers a person so much by using words or actions that are not respectful, that the person being harassed has trouble learning or becomes unhappy or hurt.
- E. Parent means a mom or dad or any other person who takes care of a child the way a mom or dad does.
- F. School Property means any part of a school building or its parking lot or athletic fields or in a school bus.
- G. Staff means any school worker.
- H. Violent Student means a student who hurts or tries to hurt another student, a school worker, or a student who has any kind of weapon or threatens to use a weapon on school property, or a student who damages school property or the personal property of another student, school worker, or visitor on school property.
- I. Weapon means a tool that is used to hurt another person.

## **III. Student Rights and Responsibilities**

### **A. Student Rights**

All students have the right to:

- 1. Be a part of anything going on at the school.
- 2. Tell their side of the story.
- 3. Know what the rules are what the rules mean

### **B. Student Responsibilities**

All students have the responsibility to:

- 1. Respect other students and their belongings.
- 2. Know the rules.
- 3. Go to school.
- 4. Try their hardest.
- 5. Respect the teachers and others working in the school.
- 6. Control their anger.
- 7. Feel free to ask if they have a question.
- 8. Talk to an adult when you think something is wrong.
- 9. Wear appropriate clothes that is required for their class.

10. Be responsible for their actions.
11. Use good judgment when outside of the school.
12. Tell others if they are getting hurt or others are being hurt.
13. Follow school standards

#### **IV. Essential Partners**

- A. Parents: All parents are expected to:
1. Work with the school.
  2. Follow parent dress code before entering the school's property.
  3. Help prepare students for each day of class.
  4. Make sure students get to class every day.
  5. Make sure there is a good reason for missing classes.
  6. Make sure you are dressed right for class.
  7. Make sure that students know that our programs are a fair and safe place to be.
  8. Help students understand the rules of the program.
  9. Be supportive of what's going on in class.
  10. Get along with, staff, teachers, other parents, and other students.
  11. Talk to teachers or director about worries regarding other students.
  12. Be a good role model.
  13. Tell the teachers if anything has changed in the student's life.
  14. Help to give students a good place to practice and make sure home assignments get done.
  15. Know the rules and be able to explain them.
  16. Be supportive of decisions made at school.
  17. Be responsible for student's behavior.
  18. Tell someone if they see something wrong.
  19. Respect what the school has and what others have.
  20. Show respect for teachers.
  21. Doctor appointments should not be scheduled during school hours if possible.
  22. Make arrangements for student's activities after school.
- B. Staff: All teachers are expected to:
1. Respect you and help you to be your best
  2. Know the rules and follow the rules.
  3. Tell someone if they see something wrong.
  4. Be a good role model.
  5. Tell parents how students are doing.
  6. Respect others.
  7. Make sure they are following the rules.
  8. Make sure others are following the rules.
  9. Make sure there are consequences if someone is not following the rules.
  10. Watch what is going on in the school.
  11. Report if someone is not following the rules.

- C. Administrators: All Administrators are expected to:
  - 1. Make sure school is safe and is a place where kids can learn.
  - 2. Make sure everyone can talk to each other and tell each other if there is a problem.
  - 3. Help kids learn.
  - 4. Make sure the rules are being followed and address any issues.
  - 5. Update the rules if needed.
  
- D. Superintendent: The Superintendent is expected to:
  - 1. Make sure school is safe and is a place where kids can learn.
  - 2. Make sure students know the rules and students are following the rules.
  - 3. Develop a plan for when to share information with other administrators.
  - 4. Show kids how the school can be safe.
  - 5. Make sure the rules are being followed by all the adults.
  
- E. Board: The Board of Education is expected to:
  - 1. Create the rules and let others know what the rules are.
  - 2. Change the rules, if needed.
  - 3. Be a role model.

#### **V. Prohibited Student Conduct**

The Board of Education expects all students to treat others as they would like to be treated themselves. That means keeping your hands/body to yourself and using kind words to others. This includes all students and teachers and others in the school community. Students are also expected to treat all equipment with care and respect.

Students must learn to be responsible for their good behavior and if they misbehave, they must accept the consequences. Teachers will always try to use positive reinforcement, and only use punishment when positive reinforcement is not appropriate.

The Board knows that it needs to make these rules very clear when it comes to the student's behavior in school and during any classes. Below is a list of rules the students should follow to stay safe and have respect for their fellow students and their teachers. If a student does not follow these rules, he or she will have to accept responsibility and penalty for their misbehavior.

Students may have to accept punishment that ranges from a trip to the principal's office to not being allowed back in any extra programs.

- A. Engage in conduct that is disorderly or encourage others to do the same.  
Examples of disorderly conduct are:
  - 1. Running or using inappropriate language in hallways.
  - 2. Making a lot of loud noise within the school building.
  - 3. Using words or actions that are disrespectful or mean.
  - 4. Doing something that can be physically dangerous to one's own self or others.
  - 5. Disturbing traffic in the parking lot.
  - 6. Using the computers in a way that is harmful and could result in breaking the equipment.
  - 7. Using the internet to look up any inappropriate website.

- B. Engage in conduct that refuses to obey authority. Some examples of this are:
1. Not following the directions of the teachers or any other school administrators.
  2. Coming in late to school without a good reason.
  3. Leaving school or a school related trip without permission.
- C. Engage in conduct that is out of control. Some examples of this behavior is:
1. Not following the directions of the teachers and any other school administrators.
  2. Bringing electronic devices to school. These devices include cell phones, MP3 players, or any other electronic games.
  3. Behaving inappropriately or using inappropriate language.
  4. Taking pictures without permission in school or on school property.
- D. Engage in conduct that is violent. Some examples of violet conduct are:
1. Hitting, kicking, biting, punching, or scratching another student, staff member or anyone else on school property.
  2. Carrying anything that looks or acts like a weapon or saying you are going to use something that can be made to look or act like a weapon to hurt someone.
  3. Saying you are going to hurt someone on school property.
  4. Damaging or destroying someone else's personal property.
  5. Damaging or destroying school property.
- E. Engage in conduct that puts other people's safety or health in danger. Some examples of this conduct are:
1. Lying to the staff.
  2. Stealing property of other students, teachers, or anyone else on school property or at a school function.
  3. Saying something about a person that is not true and is hurtful.
  4. Making another student's personal information known to others when they don't want it to be.
  5. Not including others or treating them badly because they have a different color skin, religion, or nationality.
  6. Harassment of any student employee or parent (see harassment definition in Section II under definitions).
  7. Bullying, teasing, or name-calling of any student, staff, or parent.
  8. Frightening another student either physically or with words including the following: (a) hurting another person's body (b) destroying another person's property (c) hurting another person by using fighting words which are directed toward another person's different colored skin, religion, or anything else which makes the person different (d) using words which could lead to violence or disruption of school activities.
  9. Having or sharing materials that are inappropriate.
  10. Disturbing the technology acceptable use policy (AUP).
  11. Using foul language, cursing, or swearing.
  12. Showing any private part of the body.
  13. Pulling the fire alarm or calling 911 without true cause or using the fire extinguisher.

F. Engage in poor conduct while on a school bus.

The bus is just like the classroom when it comes to the rules of conduct. Students must listen to the bus driver and obey all the rules of the bus driver or any other staff member on the bus. Students are expected to behave appropriately while riding the bus. This includes keeping your bottom on the seat and keeping the aisles clear while also using an indoor voice and keeping hands/body to yourself.

G. Engage in any form of academic misconduct. Some examples of academic are:

Cheating, copying another student's work or copying an author's work (for example using the exact words of an author when doing a project). Helping others to do any of these things is also not allowed.

## **VI. Reporting Violations**

All students are expected to tell a teacher, counselor, or the principal if any of these rules of the code of conduct are broken. All District staff who receive information about a student who has broken any of these rules will take action right away in a fair manner. The student will be punished accordingly.

## **VII. Disciplinary Procedures, Penalties and Referrals Discipline**

Discipline is very important when a student makes a mistake that could hurt him or herself or hurt somebody else. When a mistake is made, a student will have a chance to better understand why what they did was wrong, and how to try and not make that mistake again.

Discipline is always very serious, but it is fair. The goal of discipline is to help a student not make the same mistake again. If the same mistake is made again, the discipline will become even more serious. In order to understand how serious discipline will become, we must first know

1. The student's age and grade.
2. The situation where the problem took place.
3. If the student has been disciplined before by anyone at school.
4. Information from teachers, support staff, and parents.

### **Penalties**

Students will have a consequence after a situation happens that requires some discipline.

1. Oral warning.
2. Phone call home to a parent.
3. Meeting with parent and administrator in school.
4. Out of school suspension.

## **VIII. Alternative Instruction**

When a student is removed from class or from school, he or she will be given assignments to be completed.

## **IX. Discipline of Students with Disabilities**

All students are expected to follow this code of conduct and each situation will be reviewed individually to determine the consequences.

## **X. Corporal Punishment and Physical Force**

Corporal punishment is when someone uses physical force upon a student as a way to punish him or her. An adult in the school is not allowed to use physical force on a child. If a child does not listen to an adult's request to stop, physical force may be used to prevent a child from:

1. Hurting someone else in school.
2. Hurting themselves in school.
3. Behaving in a way that prevents other children from learning in school.

## **XI. Student Searches and Interrogations**

### **A. School Storage Spaces**

Any school worker who is responsible for making sure that students are respectful, responsible, and safe may ask a student about his or her behavior and materials. The principal, the assistant principal, and administration may search students or their belongings if they believe the student has not followed the code of conduct.

Before searching, the school official should ask the student if he or she has something they should not have or ask the student for permission to search. Searches should be done, if possible, privately, with the student present, and more than one school employee present.

### **B. A school worker who searches a student is responsible for recording detailed information about the search as described in the code of conduct.**

The principal is responsible for holding any dangerous item taken from a student.

### **C. Police Involvement in Searches and Interrogations of Students**

A police official may investigate a crime on school grounds if they have a warrant, or if they think a crime has been committed on school property, or if a school official invites the police official. A parent must be invited to attend if the police question or search a student on school property. The principal should also be present.

### **D. Child Protective Services Investigations**

If a school worker thinks that a child is being hurt outside of school, it is their job to protect children from being hurt or not being cared for. The school will help in any way they can. Then school worker must report the incident to administration.

## **XII. Visitors to the School**

Parents and other guests sometimes visit the school and classrooms to see the work of students, teachers, and others. Since school is a place of work and learning, and the principal is responsible for all people in the building and on the property, there are rules for these visits, as follows:

1. Anyone who does not work for the school, or is not a student at the school, is a visitor.
2. Visitors must have permission to be in the school.
3. When coming into the school, visitors must go to the front desk, sign the visitor's log, and get an identification badge, which will be worn at all times while in the school or on the property. The visitor must return the ID badge to the front desk before leaving the school.
4. Visitors attending school events that are open to guests, such as a parent teacher meeting, or a school concert, may not need to sign in.
5. Parents or guests who wish to observe a classroom while school is in session are to schedule the visits ahead of time with the teacher, so the class is not disturbed.
6. Teachers cannot talk about matters with visitors during class time.
7. Any person who doesn't have permission to be at school will be reported to the principal and ask to leave. The Police may be called.
8. All visitors must follow the rules of this code of conduct while on school property.

## **XIII. Public Conduct on School Property**

### **A. Behavior that is not allowed**

No person, either alone or with others, shall:

1. On purpose hurt any person or tell them that they would hurt them.
2. On purpose damage or destroy things at school or things that belong to other students.
3. On purpose litter at school.
4. Interrupt their school friends in class or during other school activities.
5. Bully other children because they are boys or girls, because they are younger or older, or because they dress or look different than others.
6. Stay in school after it has closed or go to places at school that they are not allowed to enter without permission.
7. Stop any student from entering places at school that they are allowed to go.
8. Bring to school any toys or items with which he or she could hurt someone else.
9. Tell other children to break any of the rules written in this code of conduct.
10. Bring animals to school, except with a documented animal.

### **B. Consequences**

There will be consequences to behaving inappropriately on school property or at school functions:

1. People will be asked to leave the school building or grounds.
2. Students, teachers, and staff will be disciplined as explained in this code of conduct.

C. Enforcement

The superintendent or principal will make sure all behavior is appropriate and if it is not, will communicate the consequences to the person or people on school property or at school functions. If the inappropriate behavior is not stopped, the superintendent or principal will ask the person to leave.

**XIV. Dissemination (Communication) and Review**

A. Communication and Review

The Board of Education will help make sure that the community is aware of this code of conduct:

1. Providing access to the policy on the district's web site.
2. Letting parents, faculty (teachers), staff (aides, secretaries, custodians, cafeteria worker, bus drivers....) know about the site each year.

B. Review of the code of conduct

The Board of Education will review the policy once in a while. They will update the policy when it is necessary to be updated.

**XV. Assessment Event Process**

The key to success in everything we do is to have the ability to assess an event. Most people go through life without putting themselves in a position to change outcome. In order to control something, you must have a target, you must be able to account for where you are, compare actual to target (what we want to happen), and then decide what to do to achieve a better outcome.

As the board decides on a new policy, it is taken through the Assessment Event Process form to identify what the goal is and the most effective and efficient way to implement it.



Morning Star Preparatory Academy  
Parent Handbook  
Code of Conduct

B.03

I agree that I and my child(ren) will comply with all requirements of the school.

If I or my child fail to comply with the above requirements, I and/or my child can be removed from Morning Star Preparatory Academy's education program. If I or my child are removed for failure to follow requirements, I will not be entitled to any refunds.

I certify that I have read this document, and fully understand its contents. I am aware that this is a release and indemnification of liability for myself and my child, and I sign it of my own free will.

Dated: \_\_\_\_\_

\_\_\_\_\_ Parent's Name (Print)

\_\_\_\_\_ Signature