

Thea Bowman Leadership Academy

Code of Conduct

Philosophy: Thea Bowman Leadership Academy believes in providing a safe educational environment that is conducive to instruction and students can learn without distractions. Student behavior that causes an interference with the learning environment or a safety concern will not be tolerated.

Thea Bowman Leadership Academy discipline policies and code of conduct apply in the following conditions:

- whenever a student is on school grounds immediately before, during, and after school hours
- whenever the school building is being used by a school group
- off school grounds at a school sponsored or extracurricular activity
- traveling to and from school or a school activity
- engage in unlawful activities on or off school grounds, if the unlawful activity interferes with an educational function or school purpose, or if the removal of the student is necessary to restore order and ensure safety. Unlawful activity may occur on or off school grounds and take place at any time during the calendar year when a student may or may not be attending classes or a school function.

Definitions of Consequences:

1. Teacher/Student Administrative Conference-Any student may be required to attend a conference with a particular teacher, administrator, or other school personnel. The conference will always include a member of the administrative team. Conferences can be requested by a teacher, student, or administrator.
2. Parent/Teacher Administrative Conference-Any parent may be required to attend a conference with a teacher and/or administrator. These conferences will always include a member of the administrative team. Conferences can be requested by an administrator, teacher, and/or parent.
3. Thursday School- Students will spend time in a controlled situation before, during, or after school hours supervised by school personnel. Kindergarten through 4th grade may be assigned detentions that are either 30 minutes or 1 hour, depending on the seriousness of the infraction.
4. Suspension from class-A students may be suspended from a specific period by the classroom teacher and/or the principal. Any student so suspended will spend the time that should have been spent in the class in such an area as directed by the principal.
5. Saturday School- A student may be suspended in-school for a Saturday. During Saturday School, the students will be supervised by school personnel. If a student is uncooperative during Saturday School he/she will be placed immediately into OSS (Out of School Suspension) status.
6. Out of School Suspension-A student may be suspended out-of-school by the principal for a period of one to ten days. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student was suspended from school because of violations related to drugs, gangs and/or violence.
7. Expulsion-A student may be recommended for expulsion for up to one calendar year depending on the seriousness of the offense. An expulsion recommendation is preceded by an extended out of school suspension and a due process hearing with an independent hearing examiner.
8. Civil Authority Intervention-Certain violations of the code of conduct may necessitate the intervention of police and/or Juvenile court system. This request is only made by the administration. Parental notification of such will be made by administration and/or the civil authoritative personnel.

***Any student who is currently serving an OSS or under expulsion status cannot be on school grounds for any reason during the school day. Suspended and expelled students are also prohibited from attending or**

participating in any corporation or school sponsored event occurring on school property or at offsite locations when the event is sponsored by Thea Bowman Leadership Academy.

PROGRESSIVE DISCIPLINE STEPS

Step 1. Disciplinary referral is sent home. Parents are contacted by the teacher.

Step 2. Disciplinary referral is sent home and appropriate consequences are issued. Thursday school is assigned.

Step 3. Disciplinary referral is sent home. Saturday School is assigned.

Step 4: See below (Discipline Steps for Excessive Referrals)

Step 5. Disciplinary referral is sent home. 3 days out-of-school suspension is assigned.

Step 6. Disciplinary referral is sent home. 5 days out-of-school suspension is assigned.

Step 7. Disciplinary referral is sent home. 10 days out-of-school suspension is assigned. Students may be recommended for expulsion.

Step 8. Disciplinary referral is sent home. 10 days of OSS with recommendation for expulsion. Procedural due process is followed.

Discipline Steps for Excessive Referrals

Once a student has received 4 referrals from the same teacher (It is understood that the teacher/Dean has followed Steps 1-3) with no change in behavior, the teacher/Dean will refer the student to the office. The principal will then place the student on **Step 4**. The office will set up a conference with the parents, teacher(s), principal, and student to discuss behavior changes. Subsequent referrals would move the student up the Steps. The Saturday School supervisor will be responsible for providing monthly referral reports and notifying principals of students assigned multiple detentions.

School discipline is a collaborative effort by the parents, guardians, students, and staff. In order to maintain a school environment that is safe, supportive, and conducive to teaching and learning, students are expected to choose positive behavior. Recognizing that students sometimes do not always make good choices, we will enforce our Code of Conduct when misbehavior occurs.

INFRACTION	Discipline for Infraction	Auto Step
ABSENCES	Follow current policy*	
BULLYING	1-10 days OSS may rec for expulsion	7
CHEATING	1st: Zero; 2 Thursday School 2nd: Zero; Saturday School 3rd: Zero; OSS, loss of course credit	
DEFIANCE	1-3 days Saturday School	
DEFIANCE EXCESSIVE	repeated or excessive	4

DISRESPECT	1-3 days OSS	5
DISRESPECT STAFF	1-10 days OSS may rec for expulsion	7
DRESS CODE	Follow current policy*	

DRUGS	10 days OSS with rec for expulsion	8
ELECTRONIC	2 days Saturday School	4
EXPLOSIVES	10 days OSS with rec for expulsion	8
EXPOSURE	10 days OSS with rec for expulsion	8
EXTORTION	10 days OSS with rec for expulsion	8
FIGHTING	10 days OSS with rec for expulsion	8
FIRE ALARM	10 days OSS with rec for expulsion	8
FORGERY	2 days Thursday School	4
GANG	10 days OSS with rec for expulsion	8
HORSEPLAY	1-3 days Saturday School	5
INTERNET	1-10 days OSS may rec for expulsion	7
INTIMIDATE	1-10 days OSS may rec for expulsion	7
LEGAL SETTLEMENT	10 days OSS with rec for expulsion	8
PHYSICAL ACTION	1-10 days OSS may rec for expulsion	7
PROFANITY	1-3 days Thursday School	5
SCHOOL ID	cumulative count	2
SET FIRE	10 days OSS with rec for expulsion	8
SEXUAL CONTENT	10 days OSS with rec for expulsion	8
TARDY	Follow current policy*	
DRUGS/VAPE	1-10 days OSS may rec for expulsion	7
THEFT	1-10 days OSS may rec for expulsion	7
THREATS	1-10 days OSS may rec for expulsion	7
TRUANCY	Follow current policy*	
UNLAWFUL ACTIVITY	10 days OSS with rec for expulsion	8
VANDALISM	1-10 days OSS may rec for expulsion	7
WEAPONS	1-10 days OSS may rec for expulsion	7

CHEATING AND PLAGIARISM POLICY

CHEATING includes, but is not limited to, such unauthorized activities

as: COPYING homework.

COPYING on quizzes, tests, etc.

LOOKING AT another person's work during quizzes, tests, etc.

TALKING during a test or quiz without teacher permission.

Willingly PROVIDING unauthorized aid to another person.

PLAGIARIZING (A serious form of cheating, defined as presenting another writer's works, sentences, or ideas as own. More specifically, intentionally or accidentally using undocumented sources from any writer (or four or more consecutive words) without quoting the source.)

CONSEQUENCES

- *The first incident of cheating or plagiarism*: The student receives a zero for the work and a 2 hour detention. Teacher to notify parent in writing with a copy placed in the student's file with disciplinary referral
- *The second incident of cheating or plagiarism*: The student receives a zero for the work and an In-School Suspension (ISS). Teacher to notify parent in writing with a copy placed in the student's file with disciplinary referral.
- *The third incident of cheating or plagiarism*: The student receives a zero for the work and an Out of School Suspension (OSS). Teacher to notify parent in writing with a copy placed in the student's file with disciplinary referral. Student will lose course credit and transcript marked with a grade of "W/F" for the semester

CIVIL AUTHORITATIVE INTERVENTION

Certain violations of our Student Conduct Rules may necessitate civil authoritative intervention (i.e., police or juvenile court system). This request can only be made by the administration.

Thursday School RULES AND REGULATIONS

Thursday from 3:35-5:00 pm. Thursday School is viewed as extensions of the school day for disciplinary reasons. Any student who is dismissed from Thursday School due to inappropriate or uncooperative behavior will be subject to further discipline.

The rules for Thursday School are as follows:

1. Students assigned to detention will be in the room on time.
2. Students may not leave the class except to use the rest room.
3. Students must be seated and working on academic materials at all times.
4. Talking is not permitted.
5. Sleeping is not permitted.
6. Magazines and newspapers may not be read.
7. Electronic devices are not permitted.
8. Students who fail to attend detention will be subject to further discipline.

Violators can be subject to disciplinary action.

If a student misses a Thursday School, he/she will be allowed one reschedule per semester. If a student continues to miss Thursday School, he/she will follow the progressive discipline steps as outlined above for each subsequent day missed.

DRESS CODE VIOLATIONS

Thea Bowman Leadership Academy follows a board approved uniformity of color in dress policy. Students are expected to know what the guidelines are and adhere to them. A student not meeting those guidelines will be referred to the office. Consequences for dress code are recorded per semester.

1st Offense: Verbal Warning

2nd Offense: Thursday School

3rd Offense: Saturday School

4th Offense: Office

Referral 5th and subsequent offenses: Office Referral to the Principal

ELECTRONIC DEVICES

Electronic devices, such as but not limited to **cell phones, pocket pagers, laser devices, headphones, earbuds** or similar electronic devices and accessories, are not to be used, displayed, or visible during the school day and are strictly prohibited. Cells phones are to remain off and in the locker for the school day unless they are being used instructionally in a classroom and the teacher has prior administrative approval. If an electronic device is confiscated, a parent must come and pick up the device from the office and disciplinary action will be taken against the student. If the violation involves potentially illegal activity, the device may be turned over to law enforcement.

Thea Bowman Leadership Academy assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, electronic devices brought onto its property.

ELECTRONIC DEVICE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

“Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

EXPULSION

An expulsion means a disciplinary or other action whereby a student is separated from school attendance for not longer than the rest of the school year, but can extend to summer and the start of the next semester if during the second semester.

A parent/guardian and student will be required to attend a re-entry conference with school officials if the student is expelled from school for any reason. A student will not be re-admitted to school until the conference takes place.

A student who becomes a distraction to the educational process of others or breaks a major school board policy will need to be separated from the institutional setting in order to maintain a safe learning environment free from distractions.

IDENTIFICATION CARDS (IDs)

All staff members need to know if a young person that is in the school or is at a TBLA activity, is in fact a student. The ID card allows the student to identify himself/herself as a TBLA student. It will also help in an emergency to be able to identify the name of a student. An ID card will be issued at the beginning of each school year or when he/she becomes a Thea Bowman Leadership Academy student. All students must wear/display the ID card on school days. Photo ID must be suspended from the neck, fully visible from a distance. IDs are not to be worn on any other part of the body.

One lanyard and **one** photo ID card will be given to students, one per year per student. No type of lanyard, used for advertising, will be allowed.

Replacement ID Cost: \$2

Consequences: Forgetting your ID card is not an acceptable excuse.

Teachers will refer any student who does not display their ID to the main office to have a replacement made.

After the second occurrence of “no ID”, the student may be referred to the principal for disciplinary consequences.

Consistently forgetting or refusing to wear the ID card or consistently wearing the ID in an inappropriate place, is considered insubordination, and will result in referral to the principal for further disciplinary consequences.

1st referral: Thursday School

2nd referral: Saturday School

3rd referral: One day out-of school suspension, parent contact/conference

OUT OF SCHOOL SUSPENSION (OSS)

A student may be suspended out-of-school by the principal for a period of one to ten days. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student was suspended from school as a result of violations related to drugs, gangs and/or violence. A suspended student will be responsible for making up school work during a suspension. The student must obtain assignments by contacting other students, by accessing the teacher's website, if available, or by contacting the teacher directly. The student must complete missed assignments during the suspension and turn work in to the teacher upon his/her return to school. Make-up of missed tests will be scheduled on the day the student returns to school. **The make-up work will include only written daily work, tests, and major projects. Some class work cannot be reasonably duplicated and cannot be made up.** The student will be given credit for properly completed assignments and grade on any made-up tests. In accordance with the Indiana Code 20-33-8-14 or 20-33-8-15 which provided

that any student under the age 18 and who receives a second out-of-school suspension during a semester will have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit for a period of one hundred twenty (120) days.

Any student who is currently serving an OSS or under expulsion status cannot be on school grounds for any reason during the school day. Suspended and expelled students are also prohibited from attending or participating in any corporation or school sponsored event occurring on school property or at offsite locations when the event is sponsored by Thea Bowman Leadership Academy.

PROBATION

A student is put on probation for violation of attendance and/or discipline policies. If a student has another occasion of similar nature, the student will automatically be recommended for expulsion.

STUDENT SEARCHES

As used in this section, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect that the search of a particular person, place or thing will lead to the discovery of

1. Evidence of a violation of the student conduct standards contained in the student handbook;
2. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.

The principal, other administrators, school corporation staff, as well as others that have been designated by the principal and acting at the direction of the principal, may search a student who is suspected of having contraband or a dangerous weapon in their possession. A search may be conducted during the school day or any school related activity if the principal or his designee has reasonable suspicion for the search.

Searches of a student which require removal of clothing other than a coat or jacket shall be done only with probable cause. Searches of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

SUBSTANCE ABUSE

The TBLA Public Schools' discipline policy seeks to focus substance use and abuse in the context of good decision-making. It is necessary that any policy or program be flexible enough to allow for growth and change. Awareness of this fact is essential to the ultimate success of the program and assisting members of the TBLA Public Schools and community in making appropriate, healthful, and responsible choices regarding the use of various substances.

The abuse of hazardous substances by students is clearly inappropriate and potentially destructive to students and their families. Local authorities will be notified and charges filed.

Grounds for expulsion will include:

1. Knowingly attempting to possess or possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, stimulant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or "any product whose use produces an altered mental or physical state."
2. Engaging in the unlawful selling of a controlled substance or alcoholic beverage or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function; or, selling any substance being represented as, or understood by the purchaser to

- be, a controlled substance, alcoholic beverage, or prescription medication.
3. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
 4. Knowingly possessing, attempting to possess, or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcoholic beverages or a controlled substance. Examples of items not to be possessed or to be provided to another person are: pipes, spoons, rolling papers, clips, bongs, etc.
 5. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

WAIVER OF EXPULSION

If the violation involves only being under the influence of a controlled substance, the administration will offer the parents and student the option of waiving expulsion if the student agrees to take part in a school-approved counseling program and produces documentation proving that they are actively and continuously taking part in such a program.

If the option of waiving expulsion is chosen, an initial evaluation session is to be arranged by the parent and student with a substance-abuse counselor at any agency of the parent's or guardian's choice, as long as that counselor or agency holds certification from the Indiana Division of Addictive Services. Cost of counseling or treatment required or pursued as a result of this intake session is the responsibility of the parent or guardian.

A written report of the initial evaluation is returned to the school and an administrative decision concerning the waiver of expulsion is made based on the recommendation of the participating agency. The student and parents are informed of the decision of the student's expulsion or continued enrollment with counseling.

If the decision is made to allow continued enrollment of the student in the TBLA district based on the evaluation, the student must successfully and continuously participate in the aforementioned counseling program. It is understood and agreed upon by the student and parents that full cooperation in the counseling program is required. Written documentation from the counselor or agency of each session attended by the student must be mailed to the principal.

If such documentation is not received within five calendar days by the principal, proceedings to expel the student will begin. If a student fails to complete the counseling program, he/she may be expelled from school.