

**Arts Academy in the Woods  
Student Code of Conduct  
and  
Parent Handbook**



**32101 Caroline St.  
Fraser, MI 48026  
586-294-0391**

**[www.artsacademy-woods.org](http://www.artsacademy-woods.org)**

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## ***Mission of the Arts Academy***

Arts Academy in the Woods graduates the next generation of artistic, academic, creative and civic leaders.

## ***Code of Conduct Statement***

The success of each student is a responsibility shared by all members of our society. Arts Academy in the Woods recognizes that the main responsibility for student success rests with the school, the home and the individual student. As a school citizen, each student has certain rights, privileges and responsibilities. An effective school organization must include fair rules that will protect the rights of all and permit the educational process to proceed in an orderly fashion. The parents must prepare the student by fostering a positive attitude toward learning as well as ensuring regular attendance and appropriate behavior on the part of the student. The school must provide an environment that is safe, orderly and conducive to learning.

It is the purpose of this publication to ensure that the students have full knowledge of their rights and responsibilities and clearly understand the consequences of behaviors that infringe upon others' rights. This code will apply to all student behaviors occurring on any school property, at any school sponsored activity or related to events occurring on school property or school related activity. We believe that students should be recognized for good conduct and that acts of misconduct will result in disciplinary, corrective and/or legal action against the student.

Please read this publication carefully, be guided by its content, and work with the teachers and administrators to make AAW an enjoyable place to live and learn.

## ***Privileges, Rights, and Responsibilities***

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all citizens, including students, certain rights. The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights and must accept the consequences of their actions and recognize the boundaries of their rights. Students also have privileges granted by the Academy as stated in this document.

### **Privileges**

#### **Graduation Participation**

Participating in the graduation ceremony and other traditional senior events is a privilege granted by the Arts Academy in the Woods to those who have fulfilled the necessary requirements.

Participation in the commencement exercise and any farewell activities or events are also privileges granted by the Arts Academy in the Woods.

#### **Student Driving**

Students in grades 10, 11, and 12 may drive motorized vehicles and park in the designated student area of the AAW lot upon agreement to abide by the parking regulations.

#### **Extracurricular Participation**

Extracurricular activities and field trips of any kind are also privileges granted by the Arts Academy in the Woods.

### **Academic/Artistic Probation**

Arts Academy in the Woods believes that academic and curricular artistic achievements are the top priorities for students. The academic eligibility requirements for our school district are set out below. It is the activity director's responsibility to confirm each artist's eligibility, and any artist or parent who has a question about the academic requirements should contact the activity director or an administrator promptly.

Graduation from AAW is contingent upon the successful completion of required artistic and academic courses. In order to encourage students to do their best, the administration of AAW may place a newly admitted or currently enrolled student on academic probation if he/she has failed one or more academic courses in a previous term, or if currently enrolled students have acquired excessive absences and carry less than a B average in one or more academic or artistic courses during a previous term.

Students placed on academic or artistic probation will receive a letter from the administration detailing the reasons and expectations for their probationary term(s). Should a student fail to meet the expectations of the probation, the administration may recommend that the student withdraw from AAW.

The academic probation and eligibility system is not intended to function as a punitive system; it is designed to encourage students to:

- Pass all courses attempted
- Take as full a schedule as possible while actively participating in extracurricular activities (Extracurricular activities are defined as activities that students are involved in that are not part of the curriculum of a class nor given as part of a grade within a class.)
- Work up to capacity in all endeavors
- Strive for and reach academic and artistic excellence.

The administration shall ensure that all students and staff adhere to these guidelines and appeal processes.

- Students who have a failing grade at the end of a quarter are at risk for course failure, and students who have a failing grade at the end of a semester will not earn credit for that course. Additionally, the student will be academically ineligible for the following semester and will be placed on academic probation and will remain on probation until the failed credits are made up through credit recovery procedures. Students who fail to fulfill the requirements of probation will be asked to participate in summer school or to seek a more appropriate setting to pursue their educational goals.
- Students on academic probation are declared ineligible from participation in extra-curricular activities shall not be permitted to represent the school in any extra-curricular activities during that time. Students are urged to seek assistance from their teachers in order to be prepared to return to participation. Members of activities should remain in contact with their activity at the advisor's discretion so that reintegration into that activity at the end of the ineligibility period can be as smooth as possible.
- Students with exceptional educational needs shall meet the above eligibility requirements unless otherwise stated in their individual educational plan or other accommodations agreed upon by the school and the family and properly documented.

- Any student who does not meet the conditions, but appears to be making a determined effort to improve, will remain on probation.
- This code establishes the minimum levels of eligibility as defined by the Board and Administration of AAW. The faculty advisor of each activity may establish additional, but non-conflicting regulations with the approval of the principal.
- A student placed on academic probation will be notified in person and in writing by the assistant principal that they are being placed on probation for the following semester. The probation will include a written performance agreement with specific expectations determined with the student and parent.
- After written notification of probation and/or ineligibility, a student and/or his or her parent(s) or guardian(s) may formally appeal the decision in writing to the principal. Upon receipt of an appeal, the principal shall:
  - Investigate the circumstances leading to failure and adjust the ineligibility determination if appropriate.
  - Meet with the student and/or his or her parent(s) or guardian(s) to share with and inform them of the results of the investigation.

### **Extending High School beyond Four Years**

Arts Academy in the Woods expects that most students will complete high school in four years. However, in certain instances, it is recognized that some students will benefit from additional time and instruction to complete the requirements of graduation.

If a student does not meet all graduation requirements by the end of their fourth year in high school, the option may exist for a student to return to Arts Academy in the Woods for additional semesters, to be determined on a case by case basis. Any student needing additional time and instruction is only able to return under the following criteria:

- Extenuating circumstances would warrant a return to Arts Academy in the Woods
- A written plan resulting in the earning of a high school diploma is developed and agreed to by the student, parent, and administration prior to the start of the additional instruction.
- The student is not older than 20 years of age by Sept. 1st of the start of the additional instruction.
- The student has demonstrated recent academic progress toward graduation (to include good attendance and disciplinary records)
- Once a student completes all graduation requirements in an additional time program, the student is no longer eligible to continue attending school.

### **Rights**

#### **Education**

Students have the right to a quality education and to earn a diploma. Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing channels provided for this purpose.

#### **Expression**

Students have the right of expression as long as they do not interrupt the educational process. This includes the right to express personal opinions in student publications as long as the statements are not libelous, profane, obscene and do not violate editorial policies governing

student publications. Students shall not be required to participate in educational experiences that violate their religious or patriotic convictions, but must request and complete alternative educational experiences. The Academy reserves the right to set reasonable rules regarding freedom of expression.

### **Speech**

As intellectual beings, students have a right to search vigorously for truth by examining opposing ideas and to espouse and express their views in an orderly manner. A student must be concerned about the effect that his/her spoken word or symbolic expression will have on the personal reputation of others and the reputation of the school; students have the right to have their own personal reputation protected accordingly.

### **Press**

Journalism through school-sponsored publications provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight. Such publications shall operate in accordance with applicable constitutional guidelines.

Other school publications, such as flyers for events or activities, as well as non-school publications must receive approval for posting from a school administrator.

### **Petition**

Students have the right to present petitions. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process. Petitions presented to school administrators do not carry any guarantee of a change in AAW policy.

### **Assembly**

Students have the right to assemble peacefully at the appropriate time and place for such expression of opinions and beliefs. Conducting and/or participating in demonstrations which interferes with the operation of the school or classroom is inappropriate and will not be tolerated.

### **Student's Property**

A student's personal property should be respected by others. Students are discouraged from bringing to school valuables such as jewelry, electronic items, valuable clothing, and money other than what is necessary for lunch or other school-related activities.

If a student brings valuable personal items to school, he/she is solely responsible for his/her personal property and if said personal property is found to be missing during the school day, the educational process of other students will not be interrupted to locate the property. The school is not responsible for the replacement or reimbursement of said item.

### **Access to Student Files**

All parents and guardians of students under 18 years of age have the right, pursuant to the Family Rights and Privacy Act of 1974, to view the official records, files, and data of the Academy directly related to the Student. Contact the Principal for an official request form.

No records, files, or data directly relating to the student shall be made available to anyone without notification and consent of the student or the parents/guardian of a student under 18, except:

- The teachers and officials of the Academy who have legitimate educational interest in such information.
- When the information is designated as directory information.
  - *Directory information is considered to be in a category of general school information. Parents will receive notification with the option to opt out of the directory at the beginning of the school year.*

### **Rights of the Academy (consistent with applicable laws)**

The school retains the right to search persons and property on school premises or at school functions (380.1306 MCL). Periodic unannounced use of canines accompanied by law enforcement officials shall be permitted. All items that have been seized will be turned over to proper authorities or returned to the true owner, depending upon the situation. The privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy.

School administration or their qualified designee may conduct a reasonable search based upon a reasonable suspicion that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger, according to State School Code 380.1306 MCL.

### **Search of Lockers**

The school is the owner of locks and lockers. School administrators or their designee may inspect desks and/or lockers at any time without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety or welfare of students/staff may be in danger.

### **Search of Student's Person**

A search by a school administrator of a student's person, bag, or purse may be undertaken if there is reasonable suspicion that the student possesses a dangerous, prohibited, or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.

### **Search of a Motor Vehicle**

A school administrator may search a student's motor vehicle when there is a reasonable suspicion that the vehicle contains evidence a student is violating a law or school rule.

### **Illegal Items**

Illegal items or other items reasonably determined to be a threat to the safety or security of others, or items which are used or attempted to be used to disrupt or interfere with the educational process will be removed from student possession.

Items properly removed from the person of a student, or found through proper search, may be turned over to law enforcement agencies and used in connection with criminal proceedings against the student, as well as disciplinary actions by the Academy.

### **Police Questioning**

The following guideline will be used when the police want to question a student(s) at school or school-related activities. The objective of this policy is for the school to protect the interest of the student. The exception to this rule is if a student is involved in activity which presents an imminent threat to staff, students or others, and it is necessary to have the police intervene. If the police are in the building and wish to question a student, the administration or designated

staff will make all reasonable efforts to contact a parent to determine the parent's wishes on whether the student may be questioned. If a parent cannot be contacted and the student wishes or is willing to be questioned by the police, an administrator shall be present during all questioning by the police, and cause questioning to cease if the administrator or designee determines that the student may be a suspect or at risk of incriminating his/her self. If no parent can be contacted and the student does not wish to be questioned, no questioning will occur.

If the student is a suspect or defendant in a criminal case the administration will:

- Notify the parent or legal guardian that the police are at school to question their child and ask them to come to school.
- If the parent cannot come to school, the administrator or her/his designee will witness all questioning.
- If the parent does not want the child questioned by the police at school, questioning will not be allowed.
- The police have the right to take a student into custody without arrest to provide for the protection of the student or others.
- The police have the right to place a student under arrest while at school or school related activities.

Unless a student is arrested, until a parent arrives, the Principal or his/her designee shall be present with the student during all police contact with the student to act as the student's advocate and in the student's best interest.

### **Responsibilities**

Pursuant to the Code of Conduct, rights carry with them certain responsibilities, which must be shared by the students, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

#### **Student Responsibilities**

- To respect yourself and the dignity and worth of every individual and not interfere with nor threaten the education of others
- To be informed of and adhere to the rules and regulations established by the Academy and implemented by school administrators and teachers
- To study diligently and maintain the best possible level of academic and artistic achievement
- *All students maintain adequate progress in their art-classes. A failing grade in a student's art major or any art course places a student on probation and at risk for being required to withdraw from the school.*
- To attend school regularly, be on time and be prepared to learn to the best of their ability
- To follow reasonable requests, instructions and directions of school personnel and to contribute at all times to the peace and tranquility of the school.
- To refrain from slanderous remarks and obscenity in verbal and written expression
- To dress and appear in a manner that meets reasonable standards of health, cleanliness, modesty and safety
- To help maintain and improve the school environment and preserve school property
- To act in an appropriate manner while in school and at school-related functions

#### **Parent Responsibilities**

- To support all school rules and school personnel as they carry out the mission of the school

- To assist your child in attending school regularly, on time, and to notify the school when the student is absent
- To provide for your child's health, personal cleanliness, acceptable grooming and suitable dress
- To listen to, consult with, understand, and trust your child
- To work with school personnel and community groups to communicate concerns which may interfere with a child's education
- To teach your child to respect the law and the rights of others
- To be responsible for and to insist upon your child's development of self-reliance, independence, and educational growth

#### **Teacher Responsibilities**

- To know and enforce the rules both consistently and fairly
- To respect the individuality of students
- To assist students to become self-reliant, independent, and effective learners
- To work with parents, students, and school staff to provide a positive learning environment
- To notify parents and students when the student's behaviors or efforts may put them in danger of failing a course

#### **Administrative Staff Responsibilities**

- To know and to consistently and fairly enforce the rules and policies of the Academy
- To establish a climate of understanding toward all students, parents, and staff
- To encourage innovative practices in the Academy, designed to increase students' self-respect, self-reliance, and educational progress

#### **Board of Directors Responsibilities**

- To hold the Superintendent, Administration, and school employees responsible for the fair and consistent application of the Board policies
- To work to adopt clear and understandable policies that enforce the goals and mission of the Academy and to assure communication of the policies to all persons affected by them
- To maintain open communication with all segments of the community to foster attainment of the best possible educational environment

#### **Attendance Policies**

Regular attendance is an important ingredient for a successful education (refer to School Attendance Law M.C.L.A. 380-1311). Students need to attend class every day to benefit from instructional programs. Classroom activities are difficult to duplicate for absent students. Simply completing daily assignments is not an adequate substitute nor acceptable for missed classes.

Parents/guardians are required to notify the AAW Office when absences occur. The attendance phone number is (586) 294-0391. If a parent or guardian does not call the AAW Office by 9:30 AM to inform the secretary of the student's absence, parents or guardians may be called. Calls from students themselves are not acceptable. **Parents must call to excuse all absences on the day of the absence or by 8:30 the next morning. Absences will not be excused after 8:30 AM of the day following the absence.**

Emergency absences can never be planned. However, family trips or college visits usually are known prior to the absence. In such a case, students must make pre-absence arrangements with their instructors at least two days prior to the absence. If an extended absence is unavoidable, the student or his/her parent/guardian is responsible for requesting and collecting assignments.

If unexpected illness or emergencies occur during the day, students will be excused only by an administrator with parental/guardian approval. **Students are never to leave the building without permission. Violation of this policy will result in disciplinary action.**

### **Student Absence Policy**

In the interest of consistency, the following definitions will be observed in the determination of "excused" and "unexcused" absences and tardies. Requests for exceptions to these policies and/or situations not included in the policies should be referred to the principal or his/her designee.

#### *Excused Absences*

To be considered excused, any absence must be reported by a parent or legal guardian to the main office on the day of the absence or prior to 8:30 AM of the following school day. Excused absences include any of the following:

- Illness or injury
- Medical, dental appointments
- Natural or family disasters
- Family and religious obligations (weddings, funerals, special services and trips - the latter only when pre-arranged absence forms are filed two days in advance)
- Verifiable extreme weather conditions
- Public transportation failure or strike
- Reportable vehicle accidents involving the student
- Extenuating circumstances, such as court appearances
- Up to five days of college or school visitations over the span of the junior and senior years (no more than three (3) days in any given year), but only when pre-arranged absence forms are filed two days in advance

#### *Unexcused Absences*

Absences which are not specifically included in the previous list of excused absences are unexcused. All absences (regardless of reason), which are not authorized by written documentation or phone call from parents or legal guardians in advance or prior to 8:30 AM on the school day following the absence will be considered unexcused. The following reasons will not be accepted to excuse an absence:

- Personal vehicle failure (inability to start, out of gas, flat tires, stuck when weather conditions are not extreme, unreported accidents involving the student, etc.)
- Oversleeping
- Truancy
- Work obligations
- Trips, errands, college/school visitations which are not approved by the administration.
- Illness incurred during school hours not reported to the administration.
- Prep time used to complete assignments or prepare for examinations for another class

### **Student Tardiness Policy**

Students that arrive late to school should report immediately to the school office. Attendance is taken every hour. A student who is not in his/her assigned location at the start of the school day and at the start of each class period will be considered tardy. Students should be in the classroom when the bell starts to ring. A tardy in excess of fifteen (15) minutes is considered an absence and will result in penalties for unexcused absences.

Excessive tardiness will negatively impact the students' success in school. Students will be subject to discipline in accordance with the policy below, and will be treated as potential referrals to the county truancy officer.

#### *Excused Tardies*

- Illness or injury when verified in writing by an instructor or administrator
- Being held overtime in the preceding class when verified in writing by the supervising instructor
- Necessary, authorized conferences with instructors or administrators
- Acceptable reasons specified for "Excused Absences"
- Other reasons with the written approval of instructors or administrators

#### *Unexcused Tardies*

Any and all tardies that are not approved in writing by an instructor or administrator are unexcused. The following reasons will not be accepted to excuse a tardy. Unexcused tardies include but are not limited to these circumstances.

- Failure to observe the time or to pass between classes during the allotted time
- Running errands without faculty/administrative approval in advance or exceeding the approved time allotted
- Clothing problems
- Waiting to confer with instructor/administrators without an appointment
- Waiting for other students to show up with books, videos, or other materials

Consequences for unexcused tardiness are:

3<sup>rd</sup> = warning from classroom teacher to student and parents

5<sup>th</sup> = Detention assignment (after school or lunch)

7<sup>th</sup> = one day suspension, or 4 hours of approved community service

9<sup>th</sup> = one day suspension, or 4 hours of approved community service

11<sup>th</sup> = 1 day suspension, or 4 hours of approved community service; in addition student will be subject to referral to truancy officers of Macomb County

### **Other Attendance Procedures**

#### *Student's Make-up Work*

If a student's absence is excused, he or she will be given the number of days they were absent to make up his or her work. If a student's absence is unexcused, he or she may lose partial, up to 10%, credit on all assignments, tests, or homework due that day, or the teacher may enforce a different, non-academic compromise.

#### *Attendance Requirements*

An artist shall be in attendance at school for at least 1/2 day on any school day in which she/he participates in any practice, rehearsal, or performance. The administration may grant exceptions

if the student was absent because of attendance at a funeral, attendance at an approved field trip, or because of illness that is verified with a written doctor's note or parental excuse.

Attendance at practice and rehearsal sessions is essential to prepare artists physically and mentally for performances. It is the responsibility of the artist to make prior arrangements with the activity director for an excused absence. Suspensions from school are unexcused absences, and an artist may not participate in a practice, rehearsals, or performances while suspended from school.

#### *Excessive Absences in a Semester*

At the 10th absence, excused OR unexcused, in any one class, a student must pass the final exam in order to receive credit and may be placed on probation.

#### *Student/Parent Responsibilities*

- Be aware of the attendance policy guidelines and understand the implications therein.
- Monitor the student's attendance record through the use of PowerSchool and/or communication with the school.
- In the event of an absence, the parent should call as soon as possible, but must notify the attendance office by 8:30 AM the following school day. Parents may call (596) 294-0391 to report an absence.
- If a notification of the absence does not occur with the requisite 24 hour period, it will be considered an unexcused absence.
- Acquiring and completing the make-up work is the sole responsibility of the student.
- Students will be able to make up the work that is missed for an excused absence within the same number of days that they have been excused from school.

#### *Communication*

As a means of communicating attendance, the following methods will be utilized:

- Students and parents should access PowerSchool often to check attendance for each period.
- Report cards will show attendance.
- At the 5<sup>th</sup> unexcused absence, teachers will notify a parent/guardian.
- At the 9<sup>th</sup> unexcused absence, teachers will refer the student to an administrator. The administrator will meet with the student and call the parent to notify them of the possible loss of credit.

#### *Truancy*

According to the Compulsory Education law, "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive..."

Arts Academy in the Woods will consider a child truant if:

- She/he is unexcused absent from school for more than 5 days in succession.
- She/he is excused absent from school for more than 10 days in a thirty day period.
- She/he is absent 30 days or more in a school year.

### *Assemblies*

Assemblies are an important part of the high school experience; moreover, they are not optional. We recognize this and feel that it is important that all students are actively involved in these assemblies just as they are involved in their classes and hope that parents encourage their children to be active participants in the life of our school. Students are expected to be in attendance for all assemblies unless they are legitimately absent or not required to be present because the assembly is for a specific group/class. Attendance for assemblies will be part of class attendance for the class preceding the assembly. An absence for the assembly will count as an absence for the class.

### *Extra-Curricular Activities Eligibility*

Attendance will impact eligibility for students participating in extra-curricular activities. Students who earn failing grades for two or more final semester grades or who are on probation may be ineligible to participate in extra-curricular activities. Students may remain ineligible for the following marking period, or until their marking period report card reflects one or zero failing grades. Students, who are required to withdraw from extra-curricular activities due to attendance will not be penalized for the early withdraw from the activity.

### *Suspension from School*

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### *Exceptions*

In applicable circumstances, a student's individual educational plan should specifically state whether or not the student is able to abide by the school's attendance policy. Unless specifically stated otherwise, all students are expected to abide by all provisions under this policy. Inquiries regarding the Arts Academy in the Woods policies can be directed to the Office by calling (586) 294-0391

### **Dress Code**

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to him/her self or others, he/she may be removed from the educational setting and asked to change clothes or be sent home. This is at the discretion of the principal and/or his/her designee.

### **Personal Grooming**

All students attending Arts Academy in the Woods shall be clean, neat, and well groomed. Personal grooming shall be completed prior to entering the classroom.

## Clothing

Attire that poses potential harm to wearer or school property shall not be worn.  
All clothing shall be neat and clean.  
Slogans and designs shall be in good taste.

Clothing will be considered to be in poor taste if it:

- is obscene, libelous, indecent, or vulgar;
- advertises any product or service not permitted to minors by law;
- has the potential to be insulting or harassing;
- does incite fighting or presents a likelihood of disrupting school or a school event.

The following attire is NOT TO BE WORN IN SCHOOL:

- Midriffs
- Pants worn below hips
- See-through blouses or low cut blouses
- Any top not covering the shoulders – shoulder straps must be at least 1 inch wide
- Low-cut tank tops, such as those with low-cut necklines or low-cut armholes
- Halter-tops
- Sunglasses (non-prescription) (Students must have a doctor's note to be allowed to wear sunglasses inside the school.)
- Slippers or house shoes
- Coats may only be worn at the discretion of the teacher and/or an administrator.
- Skirts or shorts may not be higher than 3 inches above the wearer's knees or be distracting to the learning environment.

Students officially representing the Arts Academy in the Woods in outside activities or events shall always dress according to the standards set by this dress code.

Violators may be reported by any student, teacher, administrator or the principal to the principal or designee.

To cover other situations, if not covered by the above guidelines, the following policy will be used: Attire that has the potential to distract from the teaching and/or learning situation of the student(s) shall not be allowed.

Any student found in violation of the dress code statement will be required to change clothing. If no change of clothes is available, parents will be called and a request made for suitable clothing. More than one violation of this code may result in detention and/or suspension from school.

## **Student Conduct**

Students are expected to conduct themselves, at all times, in a manner which brings credit to them, their parents/guardians, and AAW. It is important that students know that the AAW staff is legally responsible for student conduct during school hours, while the students are anywhere on campus, or at any school function. Cases of misconduct will lead to disciplinary action. Disciplinary decisions may be appealed to the Principal.

## **Policy of the Board Regarding Student Consequences for Violation of Code of Conduct and Other School Rules:**

It is the policy of the Board of Directors of AAW to grant board discretion to the administration and teaching staff of AAW in addressing misconduct of students, provided that such discretion shall be progressive in nature and intended to modify behavior, rather than be punitive. Specifically, all efforts shall be made to avoid requiring the withdrawal of the student from activities in which they are having positive school experiences.

### **Disciplinary Actions**

#### **Discipline Procedures**

Most disciplinary problems are handled in the classroom. Should a problem continue, the student will be brought to the attention of the school's administration so that the teacher, student, school administrator and parent may work together to solve the situation. Students whose conduct or academic work shows a serious lack of responsibility may be placed on probation for a specified length of time. During this time they will be notified of specific conditions they must fulfill. A conference with the parent/guardian will be held to discuss the length and conditions of the probation. A written performance agreement listing specific expectations of the student may be created to assure that all conditions are clearly understood by the student and parent(s). At the end of the probationary period, a decision will be made by the administration as to whether the student will be taken off probation, asked to withdraw from school or be recommended for expulsion. The Administrators reserve the right to recommend to the Board expulsion of any student whose conduct, influence, or academic progress indicates a continuing and serious lack of responsibility. Expulsion by the Board is final, although reinstatement at a later date is possible.

Disciplinary Procedures May Include One or More Of the Following:

- Conference between teacher and student.
- School or Community Service.
- Counseling
- Conference with student, parent/guardian, teacher, administrator
- Behavior Contract
- Detention
- Probation
- Revocation of privileges
- Suspension
- Expulsion
- Loss of field trip privileges/hall passes

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending on the behavior problem of the student, one or more of the following actions may be taken by school officials. These actions will be recorded in the student's disciplinary file.

#### *Informal Talk*

A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. A recommendation to attend Peer Mediation (if applicable) may result from this informal talk or the student may initiate this option as well.

### *Formal Conference*

A formal conference is held between the student and one or more school officials.

### *Parental Involvement*

The parent is notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between student, parent, appropriate school personnel and any other concerned individuals.

### *Removal from Classroom*

The student is temporarily removed from one or more classes, but remains at school during these class periods.

### *Detention*

The student will be required to report to a designated detention either before school, after school, or during a lunch hour. Notification of Detention will be provided to the student in writing. Upon referral for Detention, the student's parent/legal guardian will be notified. A student who fails to serve a detention two times will be subject to an automatic suspension at the discretion of the Principal or designee. When possible and at the discretion of the Principal, detentions may include a community service requirement.

### *Suspension*

The Principal or designee, as appropriate, for violation of any law, AAW policy, regulation, rule, or gross misdemeanor, or other persistent disobedience of this Student Code of Conduct, shall suspend a student from school for a definite period of time. Any violation of the state or local law will promptly be reported to the appropriate law enforcement authority.

Before a student is suspended, he/she will receive notice of the charge, an explanation of the evidence against the student and an opportunity for the student to present his or her side of the story.

### **Conditions Relating to Suspension**

Assignments and tests missed during temporary suspension may be made up. If the student is serving a temporary suspension of no more than five (5) days, the student will have as many days to make up the work as he/she has been suspended. If the student is serving a temporary suspension of 5 to 10 days, all make-up work must be submitted within five (5) days of the student's return to school. Work will be credited by the teacher toward the student's grade. A student on extended suspension will have the right to maintain class progress only when practical in the judgment of the building principal. In such case it will be the responsibility of the parent to pick up and drop off class work at school.

Students who have been suspended or expelled from school shall not be eligible to participate in or attend curricular or extracurricular activities during the time of their exclusion. Further, the student shall not be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference with an administrator. A suspension ends at 11:59 pm on the last date of the suspension.

After suspension, every effort shall be exerted to determine and resolve the cause of such behavior. The resources available to help resolve misconduct problems may include parents, teachers, counselors, administrators, school social workers, school and county health service, student services, psychological evaluations, family or social service agencies, police departments and courts.

Conditions for readmission of a student may include probationary terms.

When possible and at the discretion of the Principal, successful completion of suspension may include a community service requirement.

*THE DECISION OF THE PRINCIPAL IS FINAL WITH REGARD TO SUSPENSION OF TEN (10) DAYS OR LESS.*

### **Expulsion**

Expulsion from school is the permanent removal of a student from school and the denial of the student's right to attend school activities and/or be present on school property.

The process for expulsion from AAW shall be as follows:

- A recommendation for expulsion may come from any staff member, parent or student to the Principal or her/his designee.
- If the Principal or his/her designee determines that expulsion is appropriate given the facts and circumstances and expulsion is allowed pursuant to this Code of Conduct, the Principal or her/his designee, may refer within (2) two days of the occurrence, or of learning of the occurrence which resulted in to the recommendation for expulsion, to an Expulsion Review Committee. The Committee shall consist of at least one teacher, one administrator and one other person. The Principal shall immediately notify the Board and the parents of the potential necessity for an expulsion hearing.
- Upon referral from the Principal to the Committee, the Committee shall meet and make a recommendation within (3) three days of the referral.
- The review committee may recommend expulsion of the student to the AAW Board of Directors, or recommend an alternative consequence for the violation to the Principal or his/her designee, or may find that no violation occurred.
- If the committee recommends expulsion, the Principal shall immediately notify the Board of Directors, and within (2) two school days, review with the parents and students the specific Code of Conduct violations in a formal hearing. The review may be delayed at the request of the parents.
- Upon a recommendation of expulsion and completion of the review of the recommendation with the parents by the committee, the Board shall, within (3) three days do one of the following:
  - Act on the recommendation of the Committee if there is no objection by the student or parent. Absent an objection, the Board or a committee of the Board that shall have at least (2) two members (hereafter "Board Committee") may act on written submission by the Committee, or request the presence of a member of the committee to answer questions by the Board's members.
  - If the student or parent objects to the recommendation of the committee, the Board or Board Committee shall hold a hearing within (3) three days, which may be postponed only at the request of the parent, to hear testimony under oath of those with knowledge of the facts and circumstances of the events that give rise to the recommendation for expulsion. The Board or Board Committee may also consider

statements, papers, notes and other material related to the student or the event, as the Board sees fit, at its sole discretion.

Upon the completion of the hearing the Board may do any of the following:

- Accept the recommendation of the committee and expel the student.
- Allow the student to withdraw from the school without further hearing.
- Reject the recommendation of the committee and provide for a different consequence provided for within the Code of Conduct.
- Reject the recommendation and require the immediate return of the student to school.
- Take any other action the Board deems appropriate, just and consistent with the best interest of the school.

### **Additional Provisions**

Days referred to herein are “school days”, including any partial day in which school is in session. “Parent” referred to herein shall be understood to mean any legal guardian of the student.

During the period provided for herein, the student shall receive all of her/his assignments on a daily basis and shall be expected to complete the assignments, including tests and upon completion, shall receive credit for his/her work.

Under no circumstances shall a student be excluded from school for more than 10 school days due to scheduling delays, unless such a delay results from the request of the parents or student, after receiving a copy of this policy.

Incidents meriting consideration for expulsion also merit a greater than usual examination into their circumstances by the Principal or her/his designee. The Principal will provide to the board detailed notes of interviews with all available witnesses and an accounting of or explanation for unavailable witnesses. (Students will be identified by number, with a master index of names kept in the student's file). Any claims by the student regarding mitigating circumstances shall be looked into thoroughly and detailed notes of the findings will be provided to the board. The inquiry will be conducted in a manner that advocates for both the student and the greater AAW community. Every effort will be made to discover information that explains or mitigates the grieved behavior and provides guidance to those seeking to help the student move forward. The Board may adopt from time to time, policies and procedures for conducting expulsion hearings. Copies of such policies and procedures shall be provided to parents and students upon the scheduling of an expulsion hearing.

### **Readmission to School**

Arts Academy in the Woods shall not consider the readmission of an expelled student until the student has not attended AAW for a minimum of 120 school days or the appropriate amount of days as indicated in the Revised School Code, and the student shall reenter the school only at the beginning of a semester. The parent(s)/guardian(s) of the expelled student must complete a petition for reinstatement, which can be obtained from the office. A review committee shall be established by the Administration to review the petition in accordance with the regulations set forth in the Revised School Code. Significant consideration will be given to evidence that indicates the student will no longer engage in the conduct which resulted in the expulsion and that the student expresses genuine remorse for the conduct which resulted in the expulsion. The review committee's recommendation will be forwarded to the Board of Directors for potential action.

### **The Provisions of Due Process**

All students shall have the right to due process in appeal of disciplinary proceedings. A student's due process safeguards consist of the opportunity to:

- Be informed of the categories of misconduct and penalties or corrective actions, which may be used, through printed material made available to them and through discussion with school personnel.
- Be informed of charges against them and penalties or other actions, which may result. In cases involving any extended suspension or expulsion from school, written notice will be sent to parent(s)/guardian(s).
- Have the right to respond to the charges or allegations.
- In the event of an extended suspension or expulsion, have an impartial hearing (with a Board-Designated Hearing Officer presiding) regarding the conduct charged, with the opportunity to offer a defense, present and cross-examine witnesses, and examine any documents or other evidence relating to the charges. Such student also has the right to representation by counsel at his/her expense.

Appeals of suspensions and expulsions must follow the steps of the "Appeal Procedure". Disciplinary or corrective action may, at the discretion of the Principal, remain in effect during appeal activities.

An Administrator may order the immediate suspension of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, school officials, damages property or presents a threat of disrupting the educational process or atmosphere of the school. In such cases, the due process procedure shall be completed as soon as practical and the school will telephone the numbers on the emergency card if the parent is not available. In the event no contact can be made using the emergency card, the local police department may be contacted to take custody of the offending student.

### **Appeal Procedure**

A student may exercise his/her right of appeal. This step of the appeal process does not apply to discipline imposed by the principal. If a student has been suspended for ten (10) days or less by an assistant principal or designee, the student or parents of the student may appeal for a hearing with the school principal. Such a request may be made by contacting the principal within two (2) days of the first day of suspension and setting up an appointment. The principal will investigate and hear an appeal as soon as possible but not more than three (3) days following its receipt. Based upon information from this hearing, the principal will make a decision to sustain, adjust or reverse the action within one (1) day unless a decision should be made immediately following the hearing. The student and parents will be informed of the decision.

*THE DECISION OF THE PRINCIPAL IS FINAL WITH REGARD TO SUSPENSION OF TEN (10) DAYS OR LESS.*

### ***Alcohol and Drug Abuse – Safe and Drug-Free Schools***

The Drug-Free Schools and Campuses Regulations (4) require at a minimum that each institution distribute the following in writing to all students and employees annually:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities
- A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct (5)
- It is essential that students are aware that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco are wrong and harmful.

In compliance with the Safe and Drug-Free Schools and Communities Act of 1994 (H.R. 1804), the Arts Academy in the Woods shall provide age-appropriate, developmentally based violence, drug, alcohol, and tobacco education and prevention programs (which address the legal, social, and health consequences of the aforementioned and which provide information about effective techniques for resisting peer pressure) for all students in all grades from grade 9 through grade 12.

Students who have problems, which are in any way related to violence, drug, alcohol, or tobacco abuse, are encouraged to immediately seek professional assistance. Names of agencies offering counseling, rehabilitation and re-entry programs may be obtained from the school's counseling office or the school's social worker.

Whenever any student is suspected of having involvement with drugs or alcohol, this fact shall be immediately reported to the Principal or designee of the school.

- Drugs are defined as those substances (including marijuana) which are regulated and defined within the Controlled Substance Act of 1971, being P.A. 1971, Act 196, and Article VII of the Public Health Code, being MCL 33.7101, ET SEQ, and in other Michigan or Federal Statutes and any amendments thereto, or regulations promulgated in pursuance thereto.
- Alcohol is defined as any beverage containing ethyl alcohol including, but not limited to: beer, wine (wine coolers), liquor, or distilled spirits, and by whatever name called, containing one-half of one percent (1/2 of 1%) or more alcohol by volume.

The Principal shall immediately do the following:

- Make such inquiries and investigation as he/she deems necessary to obtain all facts.
- Notify the student and his/her parent(s)/guardian(s) of the pending investigation.
- Notify the police department (at the discretion of the administrator).

- Notify the student and parent(s)/guardian(s) in writing of the mandatory disciplinary action that will be imposed if there is a finding of drugs or alcohol involvement and of their right to a review of such action.
- When it has been determined that the student has been involved with drugs or alcohol, the Principal shall impose the disciplinary action consistent with the code and immediately notify the student's parent(s)/guardian(s) of same.
- In the event of an overdose of drugs or alcohol, no student shall be readmitted until a statement from a medical physician is obtained attesting to the health and physical condition of said student and his/her ability to continue in school.

### ***Technology – Acceptable Use Policy***

Students are required to sign the Acceptable Use Policy for technology. Failure to follow this policy may result in the loss of computer access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. The Arts Academy in the Woods student code of conduct is the accepted guide for behavior and extends to the use of the Internet. Students' use of the Internet must also be in support of education and research and consistent with the educational objectives of the Arts Academy in the Woods. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of or downloading any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

The Arts Academy in the Woods makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Arts Academy in the Woods will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Arts Academy in the Woods specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain, and consider how valid that information may be.

### **Privileges**

The use of the Internet, computer systems, software and the network are a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Violations of these policies may result in a loss of access (internet use) as well as other disciplinary or legal action. The Arts Academy in the Woods reserves the right to review any material on user accounts or workstation and to monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. Students' use of the Internet may also be revoked, denied, or suspended at the request of faculty and staff.

### **Network Etiquette**

Students of the Arts Academy in the Woods are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not use the network in a way that would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academics when other users require the system for academic purposes.
- Do not damage computers, computers systems or computer networks.
- Do not intentionally waste limited resources such as paper, printer cartridges, or school-supplied materials.

### **Safety Rules**

- Students should not give out personal information about themselves or other students such as address, telephone number, parents' work address or telephone number, or the name and location of the school.
- Students should tell their school personnel immediately if they come across any information that makes them feel uncomfortable.
- Students should never arrange a face-to-face meeting without parental permission.
- Students should never send anyone their picture or any other item without parental permission.
- Students should not respond to any messages that make them feel uncomfortable and should tell school personnel immediately if they receive any such message.
- Students should never agree to accept offers of gifts or money.
- Students should be aware that people online may not be who they seem.
- Students should always ask for help from a trusted adult if they are unsure how to handle situation when using the Internet.

### **Personal Technology Devices**

The use of personal technology devices in our society is robust and expanding. When enforcing policies for the use of personal technology devices, Arts Academy in the Woods must first consider the effect of these devices on student learning. Additionally, AAW must teach proper use of personal technology devices as career readiness training. Finally, AAW must support students and families who use personal technology devices to facilitate efficient communication between family members. Arts Academy in the Woods will enforce the following restrictions on personal technology devices:

- Use of personal technology devices during instructional hours will be allowed entirely at the discretion of the classroom teacher.
- Student use of personal technology devices shall be allowed during a limited window of non-instructional time to be determined by the AAW administration.
- Student use of personal technology devices shall not be allowed if it hinders student learning.
- Student use of personal technology devices shall not be allowed if it provides an unfair academic or artistic advantage to one student, or if it assists in academic dishonesty.

### **Provisions for Review of the Code of Conduct**

A review of this code of conduct shall be made at the discretion of the Lead Administrator. Any recommendations will be presented to the Board of Directors.

### **Non-Discrimination Policy**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disability Act of 1990. It is the policy of the Academy that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied that benefits of, or be subjected to discrimination during any program, or activity, or in employment. For more information, contact (586) 294-0391.

### **Categories of Misconduct**

These categories of misconduct have been prepared to assist students, parents, and staff to understand what actions are inappropriate in our school setting or at any school activity.

The following list, while it sets forth some very important areas of misconduct, does not contain every possible action, which might violate the rules and rights of others. A student might be subject to discipline even though his/her conduct is not specifically prohibited. Any action which disrupts school activity or which might cause danger to persons or destruction of property may result in disciplinary action. Any behavior that has a negative impact on the health, safety, and welfare of persons or on the learning environment may result in discipline at the discretion of administration.

OFFENSE	DEFINITION	PENALTY
ALCOHOL  (All offenses will be reported to the appropriate law enforcement agency)	1. Handling, possessing, using, soliciting, advocating, or being under any degree of influence (legal intoxication not required) of any alcoholic beverage.  2. Manufacturing, selling, delivering, or transmitting of any alcoholic beverage	First Offense: Five (5) day suspension. Recommended treatment must be adhered to before readmission.  Second Offense: Expulsion.  First Offense: Ten (10) day suspension. Recommended treatment must be adhered to before readmission.  Second Offense: Expulsion.
ARSON / FIRE / EXPLOSION  (All offenses will be reported to the appropriate law enforcement agency)	Committing arson in a school building or on school grounds. Arson means a felony violation of chapter 10 of the Michigan penal code; act no. 328 of the public acts of 1931, being §§ 750.71 through 750.80 of the Michigan compiled laws. Burning or attempting to burn, any school building, structure or property or intentionally setting, or attempting to set, a fire on school property, or causing or attempting to cause an explosion.	Expulsion (by law.)

OFFENSE	DEFINITION	PENALTY
<b>BOMB THREAT</b>  (All offenses will be reported to the appropriate law enforcement agency)	Intentionally making or being involved in making a bomb threat.	Expulsion (by law.)
<b>BULLYING, THREATS AND/OR INTIMIDATION (STUDENT TO STUDENT)</b> (possible referral to appropriate law enforcement agency)	Coercing, intimidating, or threatening another student	Warning to suspension to recommendation for expulsion.
<b>COMPUTER NETWORK, INTERNET, AND TECHNOLOGY ABUSE</b>	Violating the “acceptable practices” student contract for the use of computers, electronic information resources, or other technologies and/or violating the verbal or written directions of school personnel regarding the acceptable use of computers and other technologies.	Warning to expulsion and possible referral to appropriate law enforcement agency.
<b>COPYRIGHTED MATERIAL</b>	Unlawfully duplicating, reproducing, or using copyrighted material.	Warning to expulsion.
<b>CRIMINAL ACTS</b>  (All offenses will be reported to the appropriate law enforcement agency)	Committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.	Five (5) day suspension to expulsion and restitution of damages when applicable.
<b>CRIMINAL SEXUAL CONDUCT</b>  (All offenses will be reported to the appropriate law enforcement agency)	Committing criminal sexual conduct in a school building or on school grounds. Criminal sexual conduct means a violation of §§ 520b, 520c, 520d, 520e, or 520g of act no. 328 of the public acts of 1931, being §§ 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g of the Michigan compiled laws.	Expulsion (by law).
<b>DEMONSTRATIONS (UNAUTHORIZED)</b>	Involvement in actions such as walkouts, force, boycotts, congregating, which interfere with school personnel or the operation of the school or school programs.	Ten (10) day suspension and a parent conference.
<b>DISCRIMINATORY HARASSMENT</b>	Making verbal or written statements or physical conduct relating to a person’s sex, race, color, national origin, religion, height, weight, physical appearance, marital status, handicap, or disability.	Warning to expulsion.
<b>DISHONESTY</b>	Making false statements.	Warning to expulsion.
<b>DISRESPECT</b>	Insulting, calling derogatory names, hazing, or otherwise abusing mentally or physically any member of the staff or student body.	Warning to expulsion

OFFENSE	DEFINITION	PENALTY
DISRUPTION OF SCHOOL	Causing the disruption, disturbance, or obstruction of any school function, activity, or event by any type of conducts (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.). Engaging in any such conduct if such disruption or obstruction is reasonably likely to result. Urging other students to engage in such conduct for the purpose of causing such disruption or obstruction is prohibited.	Warning to ten (10) day suspension and possible referral to appropriate law enforcement agency.
DRESS (IMPROPER APPEARANCE)	Students violating the dress code policy will be required to conform, and parents will be contacted.	First Offense: warning and parent contact. Students will be required to change clothing.  Second Offense: detention to temporary suspension.
DRUGS, NARCOTIC DRUGS, AND COUNTERFEIT SUBSTANCES  (All offenses will be reported to the appropriate law enforcement agency)	1. Handling, possessing, using, soliciting, advocating or being under any degree of influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogen, stimulants, depressants or other controlled substances or counterfeit substances or a controlled substance analogue intended for human consumption (not medically prescribed for the individual or not used according to the prescription). This includes products purchased over the counter.  2. Possessing drug paraphernalia.  3. Manufacturing, selling, delivering or transmitting of any drugs, narcotic drugs, or counterfeit substances, as defined above (#1).	First Offense: five (5) day suspension to expulsion. Recommended treatment must be adhered to before readmission.  Second Offense: expulsion.  First Offense: ten (10) day suspension to expulsion. Recommended treatment must be adhered to before readmission.  Second Offense: expulsion.
ENDANGERMENT	Creating, through recklessness or negligence, a situation, which could or does result in injury to self or others.	Warning to expulsion and possible referral to appropriate law enforcement agency.
EXPLOSIVES / FIREWORKS / CHEMICAL SUBSTANCES	Possessing, handling, transmitting or threatening to use any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.	Warning to expulsion and possible referral to appropriate law enforcement agency.
FALSE ALARMS  (All offenses will be reported to the appropriate law enforcement agency)	Intentionally causing a false fire alarm, making a false fire or catastrophe report.	Five (5) day suspension to expulsion.

OFFENSE	DEFINITION	PENALTY
FALSE ALLEGATIONS	Making false statements or allegations against other individuals.	Warning to expulsion.
FALSIFICATION OF RECORDS	Using the name of another person or falsifying times, dates, grades, addresses or other dates on forms or records. Providing false, misleading or inaccurate statements or information on forms or records.	Warning to expulsion.
FIGHTING	Committing hostile bodily contact	First Offense: five (5) days suspension to expulsion.  Second Offense: ten (10) days suspension to expulsion and outside counseling may be recommended before readmission.  Third Offense: expulsion.
AGGRESSIVE BEHAVIOR	Committing hostile verbal or bodily contact through pushing, grabbing, tripping, etc., which pose a threat, create a disruption, but is less than punching or slapping another student	First Offense: one (1 to five (5) days' suspension  Second Offense: five (5) to ten (10) days' suspension.  Third Offense: ten (10) days' suspension to expulsion. Outside counseling may be recommended before readmission.
INSTIGATION	Clear cut provoking of another student who attempts to disengage from a hostile situation.  Provoking other students to engage in aggressive behavior through spreading rumors and making false statements.	One (1) to three (3) days' suspension may be added to penalty for fighting or aggressive behavior.
GAMBLING	Playing games of chance for money or stakes.	Warning to temporary suspension / confiscation.

OFFENSE	DEFINITION	PENALTY
GANG RELATED ACTIVITIES	<p>The term gang as used in this policy means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of school rules or policies.</p> <ol style="list-style-type: none"> <li>1. No student on or about school property or school related activity shall dress or groom in a manner, which, in the judgment of the building administrators, is unsafe to the student or others or disruptive to the educational process. Nor shall they wear or possess any clothing, jewelry, symbol or other things that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang.</li> <li>2. Shall commit any act, verbal or nonverbal (gestures, handshakes, etc.) that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang.</li> <li>3. Shall commit any act, verbal or nonverbal, in furtherance of the interest of any gang or gang activity, including but not limited to: <ol style="list-style-type: none"> <li>A. Soliciting others for membership in any gang or gang related activity.</li> <li>B. Requesting any person to pay for protection or otherwise intimidating or threatening any person.</li> <li>C. Inciting other students to utilize physical violence on any person.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Minimum of three (3) days' temporary suspension.</li> <li>2. Minimum of three (3) days' temporary suspension.</li> <li>3. Minimum of five (5) days' temporary suspension and possible referral to appropriate law enforcement agency.</li> </ol>
INDECENCY	Engaging in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.	Temporary suspension to expulsion. Possible referral to appropriate law enforcement agency and/or counseling agency.
INTERFERENCE WITH SCHOOL AUTHORITY/SCHOOL PERSONNEL	Deliberately interfering, undermining or hampering school personnel from carrying out their duties.	Minimum of three (3) days' temporary suspension to expulsion.
INSUBORDINATION	Actions undermining the effectiveness and/or authority of school personnel. Refusing to comply with reasonable request of school authorities.	Warning to expulsion.
INTIMIDATION / EXTORTION / BLACKMAIL	Committing or attempting to commit intimidation, extortion, or blackmail. Securing, or attempting to secure, money or other items of value from an unwilling person. Forcing another person to perform an unwilling act by threats and/or violence.	Temporary suspension to expulsion and possible referral to appropriate law enforcement agency.

OFFENSE	DEFINITION	PENALTY
LASER PEN OR LIGHT	Possessing or using a laser light on school property or at school related activity.	Confiscation, temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
LARCENY / THEFT	Stealing another person's property. Being in possession of property not belonging to the student. Concealing or selling any stolen property.	Temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
MISCONDUCT (PRIOR TO ENROLLMENT IN THE ARTS ACADEMY IN THE WOODS)	<p>1. Committing a prior act of misconduct outside of school hours and/or off school premises when the student was not enrolled in the Arts Academy.</p> <p>2. Committing a prior act constituting a gross misdemeanor and other acts of misconduct while the student was enrolled in another school.</p> <p>3. Committing an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Arts Academy.</p>	Individual Behavior Plan to expulsion.
MISCONDUCT (REPEATED)	Repeatedly or persistently violating building and/or classroom policies, rules and regulations.	Temporary suspension to expulsion.
PERSONAL PROTECTION DEVICES	Possessing, handling or transmitting a personal protection device (pepper gas, mace, stun gun, electric shock device, etc.), capable of inflicting bodily injury or causing physical discomfort to another person.	Temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
PERSONAL TECHNOLOGY DEVICES	Possessing, handling, or transmitting a cellular telephone, electronic communication device, personal music player, personal digital assistant or other personal technology device in ways inconsistent with the code of conduct.	<p>First Offense: confiscation (return to parent).</p> <p>Second Offense: confiscation (return to parent) and detention.</p> <p>Third Offense: confiscation (return to parent) and temporary suspension to expulsion.</p>
PHYSICAL ASSAULT / ATTACK (STUDENT TO STAFF)  (All offenses will be reported to the appropriate law enforcement agency)	Intentionally causing or attempting to cause physical harm to school employees, volunteers or contractors.	Expulsion.
PHYSICAL ASSAULT / ATTACK (STUDENT TO STUDENT)  (All offenses will be reported to the appropriate law enforcement agency)	Physically assaulting and/or attacking another student on school premises or at school related activities.	Extended suspension to expulsion.

OFFENSE	DEFINITION	PENALTY
POSTING OR DISTRIBUTION OF COMMUNICATIVE MATERIALS (UNAUTHORIZED)	Posting material requires the permission of the building principal before materials of a school related group are posted or handed out. An outside group also needs the approval of the superintendent of schools or his/her designee.	Warning to temporary suspension.
PORNOGRAPHIC OR INAPPROPRIATE MATERIAL (writings or pictures dealing with sexual matters regarded as obscene)	Possessing or distributing pornographic or inappropriate pictures, items, etc.	Warning to expulsion.
PROFANITY OR VULGARITY	Using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property or at school related activities.	Warning to temporary suspension – up to three (3) days.
RACIAL / ETHNIC SLURS	See discriminatory harassment.	
SALES (UNAUTHORIZED)	Selling any materials or services without administrative approval.	Confiscation, warning to temporary suspension.
SCHOLASTIC DISHONESTY	Engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of an unfair advantage on any form of academic work. Engaging in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and representing it as one's own original work.	Warning to expulsion and possible loss of credit.
SCHOOL EQUIPMENT (INAPPROPRIATE / UNAUTHORIZED USE)	Using school equipment in any unauthorized, dangerous or illegal fashion.	Warning to expulsion.
SEXUAL HARASSMENT	Engaging in unwelcome sexual advances or requests for sexual favors.	Temporary suspension to expulsion.
SMOKING OR USING TOBACCO PRODUCTS	1. Smoking or using tobacco products on school property or at school related activities.  2. Possessing tobacco or tobacco products while on school property or at school related activities.	Three (3) day suspension and possible referral to appropriate law enforcement agency.  One (1) day suspension and confiscation.
TARDINESS (EXCESSIVE)	Persistently arriving after the prescribed starting time for school and/or class.	Penalties will be assessed in accordance with the attendance policy.
THREATS AND/OR INTIMIDATION (STUDENT TO STAFF)  (All offenses will be reported to the appropriate law enforcement agency)	Coercing, intimidating, or threatening any staff member.	Ten (10) days suspension to expulsion.
TRESPASSING / LOITERING	Being present on school property without permission. Unauthorized presence in restricted areas of the building or school grounds (including students suspended or expelled from	Warning with parent contact to temporary suspension and possible referral to appropriate law enforcement agency.

OFFENSE	DEFINITION	PENALTY
<p>TRUANCY / WILLFUL ABSENCE FROM SCHOOL / CLASSES (SKIPPING)</p> <p>WILLFUL OFF CAMPUS ABSENCE FROM SCHOOL / CLASS</p>	<p>school).</p> <p>1. Being absent from school or class without parent and/or school personnel knowledge or permission.</p> <p>2. Willfully leaving school property without proper sign-out.</p>	<p>Parent contact, detention to temporary suspension and possible referral to appropriate authorities.</p>
<p>VANDALISM</p>	<p>Willfully destroying and/or destructing school property or property not belonging to the student.</p>	<p>A minimum of three (3) day temporary suspension to expulsion and restitution. Payment for repair or replacement of property is required and possible referral to appropriate law enforcement agency.</p>

OFFENSE	DEFINITION	PENALTY
<p><b>WEAPONS</b></p> <p>(All offenses will be reported to the appropriate law enforcement agency)</p>	<p>Possessing, using, handling, transmitting or threatening to use an object which appears to be a weapon or article capable of inflicting bodily harm or which may be used as a weapon which could inflict bodily harm.</p> <ol style="list-style-type: none"> <li>1. Possessing, handling or transmitting a knife with a blade under 3", blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury.</li> <li>2. Possessing, handling or transmitting a dagger, dirk, stiletto, knife with a blade over 3" in length, pocketknife opened by a mechanical device, iron bar, and brass knuckles.</li> <li>3. Possessing, handling, or transmitting a firearm, including a bb gun or pellet gun, or other destructive devices. The term "firearm" means any weapon or starter gun designed to or which can be converted to expel a projectile by the act of an explosive, the frame or receiver of such weapon, or any firearm silencer or other destructive device. A destructive device includes any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than 4 ounces, (iv) missile having explosive or incendiary charge of more than 1/4, (v) mine, or (vi) any similar device. Destructive device also includes any type of weapon by whatever name known which will, or can be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2" in diameter, and any combination of parts either designed or intended for use in converting any device into any destructive device described above.</li> </ol>	<p>A minimum of five (5) days suspension to expulsion.</p> <p>Expulsion (by law).</p> <p>Expulsion (by law).</p>
<p><b>WEAPONS (LOOK ALIKE)</b></p>	<p>Possessing, using, handling, transmitting or threatening to use an object, which appears to be a weapon.</p>	<p>A minimum of five (5) days suspension to expulsion and possible referral to appropriate law enforcement agency.</p>