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## CODE of CONDUCT

A sense of mutual respect among scholars, parents and staff is a goal of Summit Academy. The cooperation of all members of our school community will ensure that a rich learning experience and educational success can be achieved for every scholar.

This Code of Conduct has been drafted to meet the requirements of Education Law §§2801 and 3214, and section 100.2(1) of the Commissioner's Regulations. Unless otherwise noted, all statutory references in Summit Academy Code of Conduct refer to the Education Law of the State of New York.

- <http://www.p12.nysed.gov/part100/pages/1002.html#>
  - <http://www.p12.nysed.gov/sss/lawsregs/#StudentDiscipline>
1. Scholars will respect all teachers, each other, any Summit guest and school property, using only professional and courteous language at all times.
  2. Scholars will wear the Summit school uniform properly and proudly.
  3. Scholars will arrive to class/any extra curricular commitment on time and will always be prepared.
  4. Scholars will encourage the learning of others by not being disruptive in any way.
  5. Scholars will respect and abide by the school's food and drink policy at all times.
  6. Scholars will silence and store away all electronic devices upon entering the school.
  7. Scholars will keep their hands to themselves; scholars will not engage in horseplay, play fighting or touching of other scholars, nor threatening to do so.
  8. Scholars will enter Summit Academy with an open mind, ready and willing to learn.
  9. Scholars will achieve excellence at all times.

Any 'Habitually Disruptive Scholar' having been suspended from school three or more times should expect an expulsion hearing. Additionally, violation of the following rules, may result in an Out-of-School Suspension and a request for an expulsion hearing:

- Use of profane, sexually inappropriate or otherwise inappropriate language.
- Possession of weapons on school grounds.
- Fighting, violence, or behavior threatening of violence.
- Possession or sale of any drugs, alcohol, tobacco, or illegal substance.

Please Note: At the discretion of the staff of Summit Academy, scholars may be required to issue a verbal or written apology to the community as a consequence for their behavior.

Parents will be fully informed at all stages of any disciplinary decision and notified the same day of any occurrence.

### Summit Academy Charter School Discipline Responses

- The following discipline responses must be effectuated in accordance with all the procedural requirements of Chancellor's Regulation A-443. Summit Academy Charter School follows

the strict guidelines of the Chancellor's Discipline Code and Bill of Student Rights and Responsibilities, K-12. Feel free to view the code online at <http://schools.nyc.gov> .

- Summit Academy Platinum Staff Members utilize our "Behavior Management Step Ladder" when addressing misbehavior from scholars as outlined.
- In our school culture, accumulating merits allows scholars additional privileges, responsibilities, opportunities and tangible incentives. Using this system, scholars begin to develop a sense of self responsibility and discipline.
- Severe, disrespectful or repeated infractions of the same infraction result in various consequences, such as detention, suspension, family meeting, etc.
- The teacher or Dean may remove a scholar who engages in behavior, which is substantially disruptive of the educational process or substantially interferes with a teacher's authority over the classroom, from the classroom. Removal from class will warrant either a parent phone call and it is the Dean's discretion as to which consequence(s) will be assigned.
- Infractions that blatantly disregard our behavioral expectations of scholars result in 1) In-Class/School Suspension or 2) Out-of-School Suspension.

### **In-School Suspension**

- Scholars earn In-School Suspension (ISS) for infractions of our disciplinary code that are egregiously disruptive of the classroom learning environment or that pose a risk to the health and safety of others, such as throwing items, using inappropriate language or engaging in aggressive physical contact.
- Scholars serving ISS will be placed in an alternate location and will be supervised by a Dean or other Platinum Staff member. Scholars who are assigned ISS must complete all assignments given, including ISS skill building work and behavior reflection tasks. Lunch will be had in a separate location and the scholar will not be permitted to attend recess.
- The voice expectation for scholars serving ISS is silence. Any scholar who cannot meet the voice or behavior expectation will serve an additional day of ISS or a more severe consequence.
- Scholars who display exceedingly appropriate behavior and meet expectations during ISS may be permitted to rejoin their peers and attend the rest of their classes, strictly at the discretion of the Dean or alternate administrator. Scholars who are permitted to return will sit in the back of the classroom, but can still participate in the learning community.
- ISS typically lasts one (1) day, but scholars who are unable to meet the aforementioned expectations while on ISS may earn additional days of ISS or Out of School Suspension (OSS) depending on the severity of the behavior.
- Three days of ISS warrants one (1) day Out-of-School Suspension.

### **Short Term Out of School Suspension**

In accordance with New York State Law, the Principal reserves the right to suspend and/or recommend expelling a scholar.

A scholar who has committed any of the actions listed below or similar infractions, is subject to short-term suspension (defined as a period of five days or less):

- Attempt to assault any scholar or staff member or fighting with another scholar
- Vandalize school property causing minor damage
- Endanger the physical safety of another by the use of force or threats of force that reasonably places the victim in fear of imminent bodily injury
- Engage in conduct which disrupts school or classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others

- Engage in insubordination, which is directly and repeatedly violating school rules
- Repeated possession of any electronic not being used for instructional purposes
- Cheat on quizzes, exams, or commit plagiarism
- Use of a forged pass, note or excuse
- Engage in gambling Commit extortion Use obscene or abusive language or gestures
- Abuse school property or equipment
- Steal, attempt to steal or possess property known by the scholar to be stolen
- Engage in acts of verbal or physical sexual harassment
- Make a false bomb threat or pull a false emergency alarm
- Possess, use, or attempt to use tobacco, alcohol, or illegal drugs
- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction subject to formal disciplinary action
- Continuously wear inappropriate, insufficient, or disruptive clothing or attire, or violate the Summit Academy Charter School Dress Code on a repeated basis
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions

### **Long Term Out of School Suspension**

In accordance with New York State Law, the Principal reserves the right to suspend and/or recommend expelling a scholar. A scholar who has committed any of the actions listed below is subject to long term suspension (defined as a period of more than five days) or expulsion from school. In addition, a scholar who commits any of the acts previously described as causes for short term- suspension may, instead or in addition, be subject to a long-term suspension at the Principal's discretion if the scholar has committed the act on multiple occasions.

- Engage in any form of sexual activity anywhere on the premises of the school grounds
- Commit or attempt to commit arson on school property
- Possess, use, or attempt to use alcohol, tobacco, or illegal drugs on school property
- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the scholar in school

### **Suspension Note:**

- Scholars who earn an Out-of-School Suspension will be provided with alternative instruction including homework, class work and behavior reflection/goal setting assignments that must be completed.
- Scholars are permitted to attend up to 2 hours of instructional time per day during their O.S.S. term. Upon assigning the suspension, Deans will contact parents to determine the preferred instructional hours: 8-10 a.m. or 1:30-3:30 p.m

### **Expulsion**

The Principal or other designee may recommend expulsion of a scholar from Summit Academy in cases of extraordinary circumstances, including but not limited to circumstances where a scholar's conduct posed or continues to pose a danger to the safety and well being of other scholars, school personnel, or any other person lawfully on school property, attending a school function, or on school provided transportation.

The procedure for expulsion shall be as follows:

1. The Assistant Principal or designee shall give reasonable notice to the scholar and the scholar's parents/ guardians of his or her right to a fair hearing.
2. The Principal will facilitate all expulsion hearings. At this time, the scholar may present evidence and witnesses to support her/ his case.
3. The Principal will render an expulsion decision within 48 hours. Scholars and parents will be notified both verbally and in writing of the decision.
4. Scholars and parents have the right to appeal the process with Summit Academy Board of Trustees. The Board of Trustees will hold appeals hearings to ensure that policies and procedures were followed in the expulsion process.