

**PALMETTO SCHOLARS ACADEMY
J - STUDENTS
Policy JICDA - Code of Conduct**

Introduction

As a school, we conducted numerous grade level meetings to determine a Code of Conduct which we agreed was everyone's responsibility to uphold. While it is impossible to list all eventualities within this handbook, the following items help us to keep an orderly and safe school. It is expected that everyone will follow these standards and guidelines.

Personal Conduct: Students unanimously agreed on the following:

No Bullying – This was a strong statement for all students and Bullying was described as any act which physically threatens or harms an individual, and also includes name calling, intimidation, and any communication (verbal, written or electronic) that demeans, belittles or ridicules another. Students also agreed not to participate in Bullying with others and to report incidents of Bullying to a responsible adult. Students further understood that Bullying can take many forms and if they have a question in this area that the PSA guidance counselor and principal are ready to help. All reported or observed incidents of Bullying will be addressed and, as a school, the administrative response to Bullying will be appropriate to end the practice.

We are respectful to everyone

We are polite to everyone

We use appropriate language

We are responsible (Students defined responsible as following school rules, being punctual, owning up to mistakes, and doing their best)

We cooperate

Safe Schools Act

Act 299 of 1994 requires school administrators to contact law enforcement authorities immediately when criminal conduct occurs on school property or at a school-sanctioned or school-sponsored activity. (This includes fighting, assaults, disturbing school, theft, weapons violation, drug offenses, etc.)

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LEVEL 1 Offenses

- Dress Code
- Trash, Candy, Food, Gum, Littering

Students Violating the Dress Code: The student will be sent to the office to call his/her parent and sent back to class. It is expected that the student's parent will bring appropriate attire to the school in a reasonable amount of time. Subsequent offenses will be addressed by the principal and the family of the student.

LEVEL 1 Sanctions (reset quarterly)

1st Offense: Written Warning
2nd Offense: 1 Detention/Call Home

Sanctions Note: Students committing the same offense three or more times in a quarter may be written up for "Failure to Follow Instructions: (Level 2)"

EXPLANATION OF LEVEL 1 OFFENSES:

Dress Code

It is every student's responsibility to dress appropriately for the business of school. There should be no need for "Clothes Police" for we have agreed to abide by the following guidelines. It is also understood that every clothing/attire consideration or option can't be considered within this handbook. The principal will have the final say in appropriate attire.

Appropriate Attire

Pants: **Young men** may wear short or long cotton/polyester trousers or jeans. The pants should fit: not too big; not too tight. **"Pants-sagging" is not acceptable.** Pants must be worn at the natural waistline with a belt and undergarments must be completely covered. **Pants are not to be bound at the ankles with anything which may include rubber bands, shoelaces or other straps.**

Shorts- The standards for wearing shorts is that when standing with arms hanging down to the side, the area on the leg where fingers touch should be the hemline of the shorts. Short-shorts are not acceptable.

Young ladies may wear , shorts (see above for length), , skorts, or jumpers (with appropriate shirt). Remember you are at school so please wear appropriate clothing.

Shirts: Keep your shirt neatly tucked into your pants/trousers. **Shirts may not have writing or pictures on them which advertise or promote drugs, alcohol or tobacco products.** A small "logo" is acceptable.

Sweatshirts/Sweaters: They can be pull over, zip-up, button-up, short sleeve, or long sleeve. Sweat shirts with hoods worn "up" are not permitted.

Jackets – unless you are instructed otherwise, leave your jacket/coat/windbreaker off while in school.

Hats – Hats are not to be worn in doors at PSA.

Miscellaneous: Hats, scarves, etc. should not be worn during the school day. No scarves, bandannas should be brought to school. (Safety) Shoes should be securely fastened to your feet. No open toed sandals/clogs allowed. All shoes should have a back. This is for safety.

Jewelry – anything that is considered distracting should not be brought to school.

Appropriate dress is an expectation and a personal responsibility for everyone.

If you have any questions, feel free to ask your teacher or principal. We are here to help.

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For Health and Safety Reasons the following items are FORBIDDEN:

- Face jewelry (nose or brow rings or other facial piercing, “grills” or other dental coverings unless prescribed by a doctor)
- Sunglasses cannot be worn
- Over sized belt buckles—belts must be attached to the pants at all times.
- Scarves, bandannas, hats, wave caps, sweat bands, head bands
- Over sized bags or purses

Trash, Candy, Food, Gum Littering: When students leave trash around desks and lunch tables, or for items not neatly housed in student storage areas, desks, or lockers. Gum is ***NOT*** allowed at any time during the school day. Food can only be eaten in the classroom when special permission is given by the teacher. No food or drink is allowed in the hallways.

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LEVEL 2 Offenses

- Defacing school property
- Disturbing class
- Failure to follow instructions
- Hall violation
- Horseplay (See Level 4)
- Sale of unauthorized material
- Unwholesome Speech/Verbal Abuse

LEVEL 2 Sanctions (reset quarterly)

1st Offense: 1 Work Study/Parent Call

2nd Offense: 2 Work Study/Parent Call

3rd Offense: 3 Work Study/Parent Call

Penalties Note: Students committing the same offense three or more times in a quarter may be written up for "Disobedience" (Level 4)

EXPLANATION OF LEVEL 2 OFFENSES:

Defacing Property: Any time there is damage to school property or disrespect shown toward school property. This would include writing on books, walls, and desks, and damage done during careless, playful behavior.

Personal Property: Students are to respect the property of other students. No student should enter another student's book bag, or cube space. Students are urged to mark their personal belonging with their name. Students are discouraged from bringing valuables to large amounts of money to school. Portable electronic devices (Personal Stereos, MP3 Players, Gameboys, **Cellular Phones**, Viewing Devices, or any other items deemed appropriate by the faculty, staff, and/or administration) may only be used at approved times. These times are before school, during lunch or during the After School Program, however, **Cell phones must be turned off and out of sight during the school day.**

School Property: Respect for the appearance and care of the buildings and grounds is expected of all students. Students are expected not only to avoid littering and defacing the campus, but also to actively help by picking up the trash that someone else has dropped and to seek to prevent defacing the property. Any student who disfigures property or equipment will be required to pay for damages or replace the item. If the damage is willful, Level 4 disciplinary measures will also result.

Disturbing Class: The disturbance of class by talking, making noise, passing notes or engaging in any activity interfering with the learning process. Students may be sent to the office and are responsible for making up any missed work.

Failure to Follow Instructions: Not complying with a specific direction or instruction.

Hall Violation: Unacceptable behavior in the hallway or being in an unauthorized area without permission. This would include excessive noise, running, and loitering in the halls or restrooms. Students must have teacher's permission to be in the halls, restrooms, teacher's workroom, office, etc.

Sale of Unauthorized Material: Students are not allowed to sell any material at school without permission.

Unwholesome Speech/Verbal Abuse: Teasing, name-calling, gossiping, or bickering between students is not acceptable.

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LEVEL 3 Offenses

- Disrespect

LEVEL 3 Sanctions (reset by semester, unless on probation)

- 1st Offense: 1 Work Study/Call Home
2nd Offense: 2 Work Study/Call Home
3rd Offense: 3 Work Study/Parent Conference
4th Offense: Out-of-School Suspension
5th Offense: Out-of-School Suspension/Disciplinary Probation
6th Offense: Expulsion

EXPLANATION OF LEVEL 3 OFFENSES:

Disrespect: When a student shows any disrespect towards a teacher, school, staff member or volunteer in attitude, word, body language, action, or facial expression. This includes scorning, mocking, insolence, and addressing an adult improperly.

Examples:

Nonverbal Communications/Patterns

rolling eyes	sigh and breath of disgust/contempt	slouching
silent treatment	angry glare	stubbornness
patronizing smile, smirk		

Verbal Communications/Patterns

sarcastic speech	patronizing speech	insulting speech
gossip	derogatory speech	contempt
disparaging speech	uncooperative nature	rudeness
defiance	slander	

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LEVEL 4 Offenses

- Lying, stealing, gambling
- Disobedience
- Disorderly conduct/Horseplay
- Public Display of Affection (PDA)
- Skipping class
- Vandalism
- Vulgarity/inappropriate language

Note: Students caught stealing/vandalizing will be required to make restitution, as well as, be penalized.

LEVEL 4 Sanctions (reset by semester, unless on probation)

- 1st Offense: 1 Work Study/Call Home
2nd Offense: 2 Work Study/Parent Conference
3rd Offense: 1-5 Day Out-of-School Suspension
4th Offense: 1-5 Day Out-of-School Suspension
5th Offense: Expulsion

EXPLANATION OF LEVEL 4 OFFENSES:

Lying, stealing, gambling: When a student lies to a faculty member or the administration. Stealing is taking any item which belongs to someone else. Gambling is the attempt to win something by a game of chance.

Disobedience: When a student intentionally disregards or disobeys a direct request or command.

Disorderly Conduct/Horseplay: When there is behavior that is potentially harmful to persons or property. This would include horseplay, roughhousing, chasing, play-fighting, punching, or throwing any objects.

Public Display of Affection (PDA): Any physical contact between students of different genders.

Skipping Class: When a student intentionally misses a class.

Vandalism: The intentional damaging or destruction of personal, school, or public property.

Personal Property: Students are to respect the property of other students. No student should enter another student's desk, book bag, or locker. Students are urged to mark their personal belonging with their name. Students are discouraged from bringing valuables to large amounts of money to school. Portable electronic devices (Personal Stereos, MP3 Players, Gameboys, **Cellular Phones**, Viewing Devices, or any other items deemed appropriate by the faculty, staff, and/or administration) may only be used at approved times. These times are before school, during lunch or during the After School Program, however, **Cell phones must be turned off and out of sight during the school day.**

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Vulgarity/Inappropriate Language: Using vulgar language, sexually suggestive or indecent language, actions or slang words.

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LEVEL 5 Offenses

- Cheating/Plagiarism
- Drugs, alcohol, tobacco*
- Explicit Profanity
- Fighting
- Gross Misconduct
- Invasion of Privacy*
- Prohibited Articles*
- Setting/Calling in a false Fire Alarm/Bomb Threat
- Threats or perceived threats of violence
- Truancy
- Vulgarity directed towards an adult

NOTE * : *School officials have the authority to search and seize inappropriate items from lockers, cars, book bags, etc. (Law enforcement officers will be notified if necessary.)*

LEVEL 5 Penalties (no reset)

1st Offense: 1-5 Day Out-of-School suspension (OSS)/Disciplinary Probation or Expulsion

2nd Offense: 1-5 Day Out-of-School suspension (OSS)/Disciplinary Probation or Expulsion

EXPLANATION OF LEVEL 5 OFFENSES

Cheating/Plagiarism: Taking or giving answers on a formal evaluation (test, quiz), or allowing someone else to do so, or submitting another's work or ideas as one's own. Students will also receive a zero.

Drugs, alcohol, tobacco: Any student involved in purchasing, possessing, using or providing substances or materials used in these activities, or when he personally participates in them, at or away from school.

Explicit Profanity: Cursing, by specific statement or euphemism.

Fighting: When a student is involved in any form of fighting, including fist fighting or wrestling.

Gross Misconduct: Any behavior, on or off campus that is grossly in conflict with the purpose and spirit of PSA.

Invasion of Privacy: The inappropriate conduct towards or immoral activity with a member of the opposite sex.

Prohibited Articles: Pornography, weapons, fireworks, or other potentially harmful items.

Setting/Calling a false Fire Alarm/Bomb Threat: The intentional activation of the fire alarm system or telephone notification of a fire/bomb threat when emergency conditions do not exist.

Threats or perceived threats of violence: Verbal threat or bringing a weapon to school or school function, weapon on his/her person, locker, book bag, purse, or vehicle.

Truancy: Not coming to, or leaving school without permission of administration and parent.

Vulgarity/inappropriate language toward adults: Using vulgar language, sexually suggestive or indecent language or actions, or slang words toward an adult.