

## Upper School Code of Conduct

The Side-By-Side “Upper School Code of Conduct” is an agreement between all Upper School students and school personnel to uphold the mission of our Upper School. This mission is to provide a safe community in an atmosphere that fosters a passion for learning. At Side by Side, discipline is considered to be not only an individual issue, but one concerning the entire school community.

All behavior, actions and conduct that violate the expectations of this code will be subject to a consequence in direct relation to the severity and frequency of the violation. Side by Side will use as a guide, the model of violations and consequences in accordance with the Connecticut State Department of Education.

The Side by Side staff will use a team-oriented approach in dealing with issues concerning student conduct. A team consisting of student family members, teachers, Director, Social Worker and Nurse will work together to look beyond the inappropriate behaviors and actions to seeking the possible causes.

The attached “Code of Conduct” lists examples of conduct which violates our expectations. Each violation is defined and followed by a specific consequence\* based on the number of times the offense has occurred. The disciplinary actions of the school are NOT limited to those mentioned in this Code of Conduct.

***\*Any offense resulting in an “out-of-school” suspension will result in a mandatory family and school personnel meeting with necessary staff, parents and student upon student’s arrival back to school.***

## SBS Upper School Code of Conduct

Examples of conduct which violates expectations	Definition / remarks	1 <sup>st</sup> Offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
<p><b>Absences (unexcused)</b></p> <ul style="list-style-type: none"> <li>a) Full day</li> <li>b) Unexcused absence from class</li> </ul>	<p>All students are required to arrive to school on time and to attend all classes</p>	<ul style="list-style-type: none"> <li>a) Parent notified; 1-day suspension. Truant officer notification</li> <li>b) Parent notification. Detention to equal class missed</li> </ul>	<ul style="list-style-type: none"> <li>a) Mandatory CST; 2-3 day suspension; officer notification</li> <li>b) Parent notification; detention and/or in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>a) 3-5 days suspension; officer notification; Director hearing and possible referral to Juvenile Court</li> <li>b) Detention; mandatory CST</li> </ul>
<p><b>Alcohol or Drugs</b></p> <ul style="list-style-type: none"> <li>a) Use</li> <li>b) Possession</li> <li>c) Distribution of</li> </ul>	<p>Possession, having under one's control, or using any controlled substance or alcoholic beverages is prohibited. A student shall not possess, sell, offer to sell, use, or be under the influence of alcohol or drugs on school property or school functions</p>	<p>a/b/c) 10 day mandatory suspension; Director/BOD/Superintendent hearing; expulsion hearing; police notified</p>	<p>a/b/c) mandatory expulsion hearing; police contacted</p>	
<p><b>Arson</b></p>	<p>Intentionally starting or promoting any fire, combustion, or explosion on school property</p>	<p>10 day suspension; mandatory hearing for expulsion; police action</p>		
<p><b>Articles that may disrupt the educational process;</b></p> <p>Prohibited use of:</p> <ul style="list-style-type: none"> <li>a) Walkman/radios/ Personal video-game systems</li> <li>b) Laser pointers</li> <li>c) Cell phones, pagers</li> </ul>	<p>Possession or use of items that may be used to disrupt the learning environment. Items are not limited to those listed. <u>Any items that may disrupt the educational process will be confiscated</u></p>	<p>WARNING; confiscation (item will be returned to parent only.)</p>	<p>Confiscation of item; will be returned to parent at end of the school year</p>	<p>Consistent defiance of authority; 3 days suspension; return to parent at end of the school-year</p>

<b>Assault</b> a) Against other students b) Against Staff	Absolute ZERO tolerance for any act of physical attack on any person(s)	a) 1-5 days suspension; Director hearing; possible police involvement b) 10 day suspension; Expulsion Hearing and police involvement	a) Mandatory 5-10 day out-of-school suspension; hearing b) 10 day suspension; expulsion hearing	a/b) mandatory hearing; 10 day suspension; expulsion recommended
<b>Burglary</b>	Entry into the building illegally, committing theft. Any taking of property without the owner's permission	Restitution; 1-10 day suspension; Mandatory CST; police contacted	Restitution; 10- day suspension; police contacted; expulsion hearing	Restitution; police involvement; expulsion recommended
<b>Computers (improper usage of)</b> a) Threatening others b) Obscene materials c) False identification d) Internet violation	Engaging in any activity on the computer for reasons other than those expressly given by a teacher for educational purposes.	<i>1-3 days in-school suspension</i>	2-4 days suspension; loss of computer privileges for any determined length of time	3-5 days suspension; Mandatory loss of computer/internet privileges for remainder of the school year
<b>Defiance of Authority</b> a) Refusing a reasonable request b) Refusing detention c) Food/drink where prohibited d) Rude/defiant behavior	Failure to comply with proper and authorized direction or instruction of a staff member. A student shall follow all reasonable directions of teachers, and administration and shall respond to requests for information from these persons in a truthful manner	a/b/c/d) mandatory detention; parent notification	Up to 3 days in-school suspension; parent conference	3-5 days suspension; mandatory Director hearing; parent contacted
<b>Disrespect towards staff</b>	Written, verbal or non-verbal abuse directed at a staff member	1 day in-school suspension; parent notification	Up to 3 days suspension	3-5 days suspension; mandatory CST and Director hearing
<b>Disruptive behavior</b>	A student shall not engage in conduct which interferes with teaching and/or learning	1-3 days detention; parent notification	1-3 days in-school suspension; parent notification	3-5 days suspension; parent notification
<b>Dress/ inappropriate attire**</b>	Dressing or grooming in a manner as to constitute a health or safety problem, or disrupt educational activities.	<i>(See SBS uniform policy)</i>	<i>(See SBS uniform policy)</i>	mandatory parent meeting
<b>Endangering health and safety of others</b> a) Other students b) School employees c) Others	A student shall not engage in conduct that endangers, or reasonably appears to endanger the health or safety of other people	1-5 days suspension; CST meeting and possible police involvement	5-10 days out of school suspension; hearing and police involvement	10 days suspension, expulsion hearing

<b>Extortion</b>	Forcing other individuals to act against their will such as a demand for money. A student shall not take, use or borrow any property by expressed or implied threat	1-5 days suspension; CST meeting; parent notified	10 days suspension; Hearing and police involvement	10 days suspension, expulsion hearing
<b>False alarms/bomb scares</b>		Mandatory 10 day suspension and CST meeting; police involvement	Expulsion hearing	
<b>Fighting (mutual combat)</b>	That which involves the exchange of mutual, physical contact, such as pushing, shoving, punching or hitting without injury <i>(This includes "play" fighting)</i>	1-5 days suspension	1-5 days out of school suspension	10 days suspension; mandatory CST meeting; possible police involvement; possible expulsion hearing
<b>Forgery/Misrepresentation</b> a) CHEATING b) False information c) Plagiarism d) Altering notes e) Other	Falsifying information by failure to provide accurate information to school officials or staff. An individual's use or the attempt to use another person's identity, signature, academic work or research as if his/her own. Academic cheating may result in loss of credit.	1 day in-school suspension  ZERO grade for academic work	1-3 days suspension; parent notification.  ZERO grade for academic work	3-5 days suspension; parent notification  ZERO grade for academic work
<b>Gum/candy</b>	Gum chewing and candy is not permitted on school grounds unless special rules are designated by teacher(s) for a specific occasion	Warning.	1-3 days detention.	3-5 detention; consistent defiance of authority; parent notification
<b>Gambling; Unauthorized selling</b>	Playing a game of skill or chance for either money or anything of value. Selling non-school sponsored items	1-3 days detention; parent notification	1-3 days in school suspension; parent notification	3-5 days suspension; CST meeting
<b>Harassment (verbal) non-discriminatory and Bullying</b>	Disturbing consistently, by pestering or tormenting in the classroom or elsewhere on school grounds	1-3 days detention; peer mediation; parent notification	1-3 days in school suspension; parent notification	Mandatory 5 days suspension; mandatory CST meeting.
<b>Leaving school grounds without authorization</b>	Leaving any authorized school area without permission of an	1-3 days suspension; parent notification	3-5 days suspension	5-10 days suspension

	appropriate staff member			
<b>Littering</b>		Parent notification; 1-3 days work-detention	Parent notification; 2-4days work-detention	Parent notification; 1-3 days suspension
<b>Overt/ Public Display of Affection</b>	Students are not allowed to engage in overt public display of affection	Warning. Parent notification	1-3 days detention; mandatory parent conference	1-3 days in school suspension; Mandatory CST meeting.
<b>Profanity/Vulgarity/Racial Slurs</b> a) Swearing b) Obscene gestures, language c) Derogatory spoken or written language or materials	Writing, saying or making gestures which convey disparaging or grossly offensive, obscene or sexually suggestive tolerance for racial, ethnic or religious slurs	a/b) 1-2 days suspension; parent notification  c) 5-10 days suspension. Human Relations referral	a/b) 3-5 days suspension; parent notification  c) 10 days suspension. Human Relations referral	a/b) 3-5 days out of school suspension  c) 10 day suspension; mandatory Director hearing
<b>Sexual Harassment</b>	Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a student to another student or to a staff member. The victim does not have to be the person harasses, but could be anyone affected by the offensive conduct.	Preliminary investigation/action. Parent notification. Human Relations contacted  - Immediate call for a CST; consequences may vary at the discretion of school staff; based on the severity and details of the incident		
<b>Tardiness</b> a) Class b) School	Tardy is defined as not being in an assigned classroom, ready to do classwork by the scheduled start time of the class	a/b) warning	a) Teacher assigned detention b) 1-5 days detention; parent notification	a) Teacher assigned detention b) 10 days tardy; warning letter sent home to parents; mandatory meeting with Director
<b>Theft/possession of stolen property</b> a) Minor: school, staff or student property b) Major	Taking property belonging to the school or individual without perm. Possession of property obtained without owner per.	a) 1-2 days suspension; restitution; possible police involvement b) 10 days suspension; restitution; parent and police notification	a) 3-5 days suspension b) 10 days suspension	Expulsion hearing

<b>Threatening behavior</b> <b>a) Against students</b> <b>b) Against staff</b> <b>c) Threats to person's life</b> <b>d) Computer generated</b>	The act of threatening (verbal, written, physical or computer) to harm any person in school or intentionally placing another person in reasonable apprehension of physical injury. This may also include bullying.	a) 1-5 days in school suspension  b/c/d) 10 days suspension; police involvement; parent notification	a) 1-5 days out of school suspension; parent notification  b/c/d) 10 days suspension; expulsion hearing	Mandatory 10 day suspension; recommended expulsion
<b>Tobacco products</b> a) Use b) Possession		a) 2 days suspension; parent notification; \$10.00 fine b) 2 days in school suspension	a) 4 days suspension; \$15.00 fine; parent notification b) 3-5 days suspension	a) 5 days suspension; \$25.00 fine; b) 6-10 days suspension
<b>Trespassing/ unauthorized visitation</b> a) Within campus b) Other campus c) Non- SBS student	Entering any school property without proper authority. Includes school entry during a period of suspension. Unauthorized presence within the home campus or within the vicinity of another school campus during school hours is prohibited	a/b) 1-3 days detention; parent notification  c) police involvement	1-3 days suspension	1-5 days suspension
<b>Vandalism/ Graffiti</b> a) Minor b) Major	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which can be repaired or replaced at no cost to the school	a) 1-3 days detention; restitution b) 10 days suspension; restitution; mandatory CST and police involvement	a) 1-3 days suspension; restitution  b) recommended expulsion	a) 3-5 days suspension; mandatory hearing
<b>Weapons or dangerous instruments</b>	A student shall not possess or use weapons, or dangerous items or items that can be interpreted as being able to cause bodily harm to a person or persons.	Immediate 10 day out of school suspension and expulsion hearing; Police involvement		

SIDE BY SIDE CHARTER SCHOOL  
Upper School "Code of Conduct"

STUDENT/PARENT AGREEMENT

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I, \_\_\_\_\_, have read and understand the Side By Side Upper School Code of Conduct. I understand that, as a student of the Side by Side Upper School, I have responsibilities to uphold in order to be a member of a safe, caring and respectful community.

I understand that any violation of this code will result in a direct disciplinary consequence, as stated in the "Code of Conduct."

I understand that there are many people to whom I may go if I am having any problems. The advice and intervention of a family member, teacher, social worker, or nurse will always be available to me.

**Both my parent(s)/guardian(s) and I have read, and agree to, the Upper School Dress Code Policy, and will comply with the regulations listed.**

By signing below, I hereby consider myself to be a part of this community and will do my part in ensuring that my behavior and actions will promote and support the safety and positive learning environment of all students at SBS.

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Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

x \_\_\_\_\_  
STUDENT SIGNATURE

x \_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

**RETURN THIS FORM IN THE ENVELOPE PROVIDED**

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