**Columbus Arts & Technology Academy**

**CODE OF CONDUCT**

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. Schools ability to ensure this experience is influenced greatly by individual and school-wide discipline.

The code of conduct is the behavioral framework by which CATA carries on its day to day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the school’s desire to protect each individual’s right deal with violations of safety issues through consequences.

The code that appears on the following pages governs the most serious and obvious types of students misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct with interfere with the good order of CATA, the proper functioning of the educational process, or the health and safety of students, staff and visitors.

The administrators of CATA will issue consequences and enforce violations of the Code of Conduct. It is our goal to treat each situation with consistency. However, there will be occasions where the use of flexibility within this plan will best serve the needs of the individual student and the population as a whole. Details regarding specific incidences are not available for public scrutiny. The CATA administrators reserve the right to make decisions based on experience and knowledge of individual cases.

The code of conduct consists of the following three categories:

**Category 1:**

* Disregarding school / classroom rules and policies
* Significant Disruptive Behavior / Disorderly Conduct
* Verbal and nonverbal disrespect
* Foul Language / Inappropriate language and or contact
* Cell phones *(will be confiscated)*
* Gum/food/drink in class
* Uniform Violations
* Inappropriate use of materials
* Scholastic Dishonesty / Cheating
* Leaving the room without permission
* Being in an inappropriate place
* Cutting class
* Non-compliant behavior
* Refusal to follow directions

***\*\*Consequences for Category 1 Offenses:***

* ***Parent Conference with BIS or the HOS***
* ***Suspension for repeated offenses***

**Category 2:**

* Failure to Accept Pre-Suspension Consequences
* Repeated Offense in Category I
* Inappropriate Touching or Exposure of body parts inappropriately
* Instigating or Inciting Inappropriate Actions
* Aggressive behavior towards staff/students
* Bullying / Harassment (verbal, physical or through social media venues)
* Fighting
* Profanity or Obscenity
* Sexual Misconduct
* Theft / Stealing
* Defacement / Destruction / Damage of School Property or Personal Property
* Gambling

***\*\*Consequences for Category 2 Offenses:***

* ***Students who violate rules in Category 2 can be suspended regardless of the number of infractions that he/she commits.***

**Category 3:**

* Repeated infractions in Category 1 and/or 2
* Physical Assault or Threat of Physical Assault
* Sexual Assault or Threat of Sexual Assault
* Violent Disorderly Conduct
* False Fire Alarm or Bomb Threat
* Weapons
* Drugs/Alcohol
* Look-a-like Weapons or Drug Paraphernalia
* Fireworks or Explosives
* Bullying or Extortion
* Robbery
* Gang Activity
* Breaking and Entering

***\*\*Consequences for Category 3 Offenses:***

* ***Students who violate rules in Category 3 will be suspended and recommended for Expulsion.***

***Progression of Consequences***

Students must follow the School’s Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, and on the way to and from these activities. Students’ behavior must not keep any of the members of the School community from doing their jobs.

***Classroom Consequences***

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction.

However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be removed from the regular class setting.

***Bus Infractions***

All bus infractions will be handled according to the Code of Conduct.

***After-School Detention***

When students repeatedly disrupt the classroom by demonstrating behaviors listed as offenses in the Code of Conduct, they might be issued an after school detention. After school detention will be once a notice has been sent home. After-school detentions will last 45 minutes, and students must provide their own transportation from school.

If a student fails to attend the assigned after school detention then he/she must attend Saturday Detention.

***Saturday Detention***

When students repeatedly disrupt the classroom by demonstrating behaviors listed as offenses in the Code of Conduct, they may be assigned a Saturday Detention. Students must arrive on time for Saturday Detention and serve the entire three (3) hours. Students must be in uniform when serving Saturday Detention. Students who are late will not be admitted and will be considered as “Failure to Attend.” Failure constitutes a failure to accept pre-suspension consequences, and additional consequences will be issued to include suspension.

***Suspension***

Any time students are sent to the Behavior Intervention Specialist (BIS) for disciplinary consequences, a Referral Form will be generated. This form briefly describes the behaviors that caused the student to be removed from class, hallway, playground, or bus. The BIS keeps an electronic record of all infractions. When students have accumulated a record that, in the BIS’ view, reflects unwillingness to abide by school rules, the BIS can refer the student's discipline record to the Head of School with a recommendation for suspension or expulsion. Even without such a record of repeated misbehavior, students who break a rule can be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended; however, it will not count toward their grade. Suspensions may be appealed to a team consisting of an administrator, the BIS, and the appropriate teachers. If the outcome is not acceptable to the student/parent, they may finally appeal to the Board of Directors.

The steps to appeal to the Board of Director’s should be as follows:

1. The BIS should be contacted for reconsideration.
2. The unresolved appeal should be brought to the Head of School’s attention.
3. It should be brought to the Regional Vice President of Mosaica.
4. The Board should be contacted to hear the unresolved appeal.

***Expulsion***

In general, students who have had multiple suspensions (i.e. 3 or more) at any point in the school year may be expelled. In addition, students who break a rule in Category III will be sent home for up to eighty (80) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Columbus Public School. All expulsions are approved by the Regional Vice President. Parents/guardians are informed in writing of The School's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors. Any student that brings drugs or a firearm to school will be referred to the criminal justice or juvenile delinquency system.

***Expulsion Process***

1. Parent will be notified of the recommendation to expel.
2. Expulsion hearing will be scheduled within 10 days of the date the notice gets mailed to the parent/guardian.
3. The expulsion committee will hear the expulsion. Parent/guardian and student can attend hearing, however it is not mandatory. The committee will consist of at least 3 school officials as follows:
   1. A school administrators - (Hearing official)
   2. The BIS or the Family Liaison who was not involved in the original suspension
   3. One teacher who does not teach the child. If scheduling permits, a KG – 5th grade teacher will chair the committee for students recommended for these grade levels, and a 6th – 8th grade teacher will chair the committee in the event that a 6th – 8th grader is recommended for expulsion.
4. If recommendation is to expel, parents/guardians have the right to request an appeal to the Board. Parents/guardians have 5 days from the hearing to request an appeal.
5. If the parent/guardian exercises his/her appeal rights, the Board President will hear the appeal. It is the parents/guardians responsibility to contact the board to set a meeting to have the appeal heard.

***Removal*** (Emergency removal from school pending parent meeting)

If students break the rules and cause danger or threat of danger to any person or property, the Head of School, or designee, will have them removed from school without warning.

***Corporal Punishment Policy***

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, or property or to prevent bodily harm or death to another.

***Searches***

The following section delineates The School's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of the school context; or other reliable sources of information.

***Lockers***

School lockers are the property of The School. Inspection of the interior of lockers may be conducted by school personnel, for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possession of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical, after the search of a student's personal possessions, The School officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

***Locks***

Locks will not be provided by the school. Students wishing to use a lock on his/her locker must provide his/her own lock. In the event of a necessary search or emergency, the school administrators have the authority to cut locks off of the lockers. The cost of the lock will not be reimbursed.

***Desks***

School desks are the property of CATA. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

***Personal Possessions and a Student's Person***

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

***Random Searches***

All school property, students, and personal possessions of students are subject to a random search at any time. Random searches may be conducted at the discretion of the Head of School. The search will be reasonable in its scope and intrusiveness.