



# Académie Lafayette

## **Code of Conduct**

## Table of Contents

• Introduction	P.3
• Mission Statement	P.3
• BIST Procedures @ A.L.	P.4
• Classroom Safe Seat	P.5
• Buddy Room	P.5
• Recovery Room	P.5
• Conferences	P.5
• Behavior Plans	P.5
• Restitution	P.5
• In-School Suspension	P.5
• Resolutions ( Detentions)	P.6
• Out-Of-School Suspension	P.6

• Class I Offenses	P.7
• Class I Consequences	P.8
• Class II Offenses	P.9
• Class II Consequences	P.10
• Class III Offenses	P.11
• Class III Consequences	P.13
• Class IV Offenses	P.14
• Class IV Consequences	P.17
• Parents Acknowledgement	P.18

• Loose ends...	P.19
• Conference Card K->5	P.20
• Conference Card M.S.	P.22

## **Introduction to the Code of Conduct**

The Code of Student Conduct is designed to encourage students to accept responsibility for their actions, teach students to respect the rights of others, facilitate learning and promote the orderly operation of Académie Lafayette. The Code of Student Conduct contains different "classes" of misconduct, which will result in disciplinary action. The behaviors described are representative of the misconduct, which most frequently causes disruption of the orderly educational process. The list does not include all types of misconduct for which discipline will be imposed. A student who commits an act of misconduct which is not listed in the Student Code of Conduct, but which is nonetheless prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of students, will be subject to the authority of the classroom teacher, Behavioral Intervention Support Team (BIST) coordinator, and/ or principal and vice- principal.

## **Mission Statement**

In kindergarten through eighth grade, the major objective relative to discipline is teaching students to make choices that will help them throughout life. Students are expected to:

- a) Treat all people at school with respect;
- b) Respect the property of others;
- c) Demonstrate safe and appropriate behavior in and about the school.

To assist children in developing desirable behavior habits, educators will provide an environment that is safe, positive, and challenging. Children feel safe and are freer to learn when they have clear, logical, and consistent boundaries. Teachers work as a team to provide the needed structure and support to help each child to learn to take responsibility for his/ her actions.

Parents/ guardians will be kept informed of any concerns and will be asked to partner with the school in helping their children learn to make good choices. Generally, teachers and principals utilize many approaches to help modify behavior when needed. Some examples include but are not limited to:

## Snapshot of BIST Procedures @ A.L.

### Procedure 1

Basic articulation within classrooms leading to successful communication with student & staff or leading the students to Recovery Room

- a) Safe Seat in the classroom
- b) Buddy Room
- c) Recovery Room

Processing between student and Staff involved must happen at each stage.  
Bist Coordinator facilitates communication & follow-up if/when needed.

### Procedure 2

Conference Cards :

- It has been agreed that BIST Coordinator will make recommendations for Conference Cards Consequences after processing with students and other parties involved. Ultimately, only an administrator will validate the CC by signing it. Administrators have the right to agree/disagree with BIST proposition.
- If/when automatic consequences need to be applied, Administration can write the CC and follow-up with administrative procedures. Administration is then in charge of contacting all parties involved.

### Procedure 3

Behavioral Improvement Plans

- a) Bist Coordinator participates in the elaboration & follow-up of Behavioral Improvement Plans whenever needed, working with Staff, parents and students.
- b) Recovery Room functions as ISS if/whenever needed, such as if/when student fail in their Behavioral Improvement Plan, or other plans

### Procedure 4

Recovery Room as ISS

- a) Automatic consequences to Code of Conduct violations are to be applied whenever called for.
- b) BIST Coordinator helps with supervision, placement of students in classrooms if/when needed
- c) BIST coordinator facilitates communication between all parties involved & take steps to support all parties involved.

**Classroom Safe Seat:**

(Not a punishment but a way of increasing the student's possibility of success and decreasing the misbehavior). This will be a place in the classroom for students to go where their inappropriate behavior can stop and the students can begin to think about what they did. The teacher and/ or child will determine when he/ she is ready to leave the safe seat.

**Buddy Room:**

(Not a punishment but a way of increasing the student's possibility of success and decreasing the misbehavior). This will be a classroom other than the student's regular room. A safe place where the students can stop their inappropriate behavior, begin to take responsibility for their behavior, and continue with their school work. Students may complete a "think sheet" which helps them focus on what they did and what they need to do next time to not get into trouble. After talking, the teacher and child determine when he/ she is ready to return to the classroom.

**Recovery Room:**

A safe area other than a classroom where students are given extended time to think through the situation, begin taking responsibility for their actions, and practice what they will do next time. An adult will discuss with each student the problem that took place and look at alternative methods of handling the situation. The adult and student determine when he/ she is ready to return to the classroom. Often the student works his/ her way gradually back into the classroom.

**Conferences:**

These may occur with the student, teacher, parent/ guardian, BIST coordinator, social worker, and/ or principals.

**Behavior Plans:**

Students, teachers, BIST coordinator and/ or other school staff may work together and/or with the principals and parents/ guardians to create behavior plans to help modify and correct an ongoing behavior problem.

**Restitution:**

After notice to, or a conference with the student and parents/ guardians, a student may be required to repair, restore, replace or pay for damaged, vandalized, lost or stolen school property.

**In- school Suspension:**

Students stay at school to complete work outside the classroom.

**Resolutions (detentions):**

Students may be kept after school to make up work or solve other issues. Teachers will send a form home at least 24 hours ahead of time informing parents/ guardians of their child's assigned resolution. The form must be signed and returned in a timely fashion, and parents/ guardians will be held responsible for the child's transportation home. This is also a chance for the teacher and student to discuss the child's misbehavior and plans to avoid the misbehavior in the future. Resolutions will be held at Académie Lafayette on Tuesdays, Wednesdays, and/ or Thursdays.

**Out- of- school Suspension:**

The vice- principal and/ or academic director may suspend students for up to 10 (ten) days for serious defiance of authority or behavior that is seriously detrimental to the student or others, or for seriously chronic misbehavior.

***Note: All consequences will be enforced with the following criteria in mind:***

1. Student's Age and/or Maturity
2. Degree or Severity of Offense
3. Pervasiveness (is this a recurring problem?)
4. Setting (we realize that [within limits] what is appropriate behavior in certain school settings may be less appropriate in others, e.g. recess v. classroom settings).

***Explanation of offenses with asterisks:***

Students may be referred to the BIST Recovery Room or the office room upon the first occurrence of any Class Offense marked with an asterisk (\*). Any commission of these offenses may be reported to the local law enforcement agency depending on the severity of the offense.

## **CLASS I - OFFENSES**

### **\* Misuse of Computer or Violation of Network Practices #100**

Any misuse or inappropriate network practices including, but not limited to, practices that do not conform to Académie Lafayette's Internet Policy.

### **Disruptive Behavior before, during, or after school in the Classroom, School or During School Activity #101**

Intentional acts or conduct in the classroom, in the school building or upon school grounds that disrupt the educational process (i.e., talking, making noises, getting out of seat without permission, etc.). In addition, students are prohibited from bringing disruptive items to school including, but not limited to, large amounts of money, beepers, cellular phones, portable radios, televisions, tape players and other personal audio and electronic equipment. School administration has the right to confiscate any electronic devices and release them only to the student's parents/guardians.

### **A Académie Lafayette nous communiquons en français (We communicate only in French except during specific support services). #102**

Communicating in French is the "raison d'être" of Académie Lafayette, and students are expected to support and follow this policy.

### **Failure to adhere to the approved dress code #103**

Dress or appearance that does not adhere to the approved dress code guidelines. Dress or appearance that is likely to cause disruption of the educational process or to create a health or safety problem.

### **Excessive tardies #104**

Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas on time (after three tardies/quarter, class I consequences will be applied).

## CLASS I - CONSEQUENCES

### ELEMENTARY

### SECONDARY

#### Elementary

##### First Offense

- Mandatory phone call home
- Resolution - Teacher Option

##### Second Offense

- Mandatory parent/guardian conference
- In-School suspension (1-3 days)

##### Subsequent Offenses

- In-school suspension (3-5 days)
- Short-term out of school suspension (1-5 days)

#### Secondary

##### First Offense

- In-school conference
- Detention/Resolution - Teacher Option
- In-school suspension (1-3 days)

##### Second Offense

- Parent/Guardian conference
- Detention/Resolution - Teacher Option
- In-School suspension (4-5 days)
- Short term suspension (1-3 days)

##### Subsequent Offenses

- In-school suspension (5 days)
- Short-term suspension (4-5 days)

In addition to the above consequences, the administrator/classroom teacher/BIST coordinator will, where appropriate, also utilize interventions within the classroom/school to address the student's behavior.

## CLASS II - OFFENSES

**\*Possession and/or Use of Tobacco or Tobacco Products** #200  
The use or possession of tobacco or tobacco products by students in school buildings is prohibited by law. All tobacco and tobacco products must be confiscated and reported to District Security and/or the School Resource Officer.

**\*Possession, Exhibition and/or Distribution of Obscene Material** #201  
Possessing, exhibiting or distributing material, which offends common decency and morals.

**\*Gambling** #202  
Participation in games of chance for money and/or other things of value.

**Defiance of Authority** #203  
Refusal to follow directions from school personnel or comply with classroom or school rules.

**Use of Abusive, Obscene, Offensive or Profane Language** #204  
The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures, which are offensive to modesty or decency. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation or any other factor prohibited by law, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

**Inciting to Fight/Contributing to a Disruptive Situation** #205  
The intentional promotion or advocacy of student misconduct by another student for the purpose of substantially disrupting any school function or classroom. This offense includes, but is not limited to, the use of gang related hand signals, graffiti or attire.

**Conspiracy to Commit a Class II Offense** #206  
An agreement and/or concerted effort by two or more persons to commit a Class II Offense.

**\*Academic Dishonesty** #207  
Cheating on tests, plagiarizing, copying assignments or papers, signing parent's/guardian's/teacher's signature on documents.

**\*Possession and/or Use of a Simulated Weapon**

**#208**

The possession, concealment or display of a simulated weapon including, but not limited to, toy guns and/or cap guns that would put a reasonable person in fear or apprehension of harm.

**CLASS II - CONSEQUENCES**

**ELEMENTARY**

**SECONDARY**

<p><b>Elementary</b></p> <p><b><u>First Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory phone call home</li> <li>• Parents/ guardian conference</li> <li>• <i>Resolution - teacher option</i></li> <li>• In school suspension (2-4 days)</li> </ul> <p><b><u>Second Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory parent/guardian conference and in school suspension (5-10 days)</li> <li>• Short term out of school suspension (1-5) days</li> </ul> <p><b><u>Subsequent Offenses</u></b></p> <ul style="list-style-type: none"> <li>• Short-term out of school suspension (5-10 days) and possible further action</li> </ul>
---

<p><b>Secondary</b></p> <p><b><u>First Offense</u></b></p> <ul style="list-style-type: none"> <li>• Parents/ Guardians Conference</li> <li>• In-school suspension (2-4 days)</li> <li>• <i>Detention/Resolution - Teacher Option</i></li> <li>• Short Term suspension (1-5 days)</li> <li>• Community Service</li> </ul> <p><b><u>Second Offense</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian conference and Short term suspension (5-10 days)</li> </ul> <p><b><u>Subsequent Offenses</u></b></p> <ul style="list-style-type: none"> <li>• Short-term suspension (10 days)</li> <li>• Short-term suspension (10 days) possible further action</li> </ul>
---

In addition to the above consequences, the administrator/classroom teacher/BIST coordinator will, where appropriate, also utilize interventions within the classroom/school to address the student's behavior.

**Further action may include any of the following:**

- \*Probation (i.e., restrict privileges, etc.)
- \*Referral to Outside Counseling Agencies
- \*Referral for Anger Control/Conflict Resolution
- \*Long-term Suspensions (11-180 school days) or Recommendation for Expulsion
- \*Referral to a Smoking Cessation Program and/or Tobacco Education Program

## CLASS III - OFFENSES

*Any commission of these offenses may be reported to the local law enforcement agency depending on the severity of the offense.*

### **\*Dangerous Behavior**

**#300**

Behaving in such a way as could reasonably cause injury to a student, teacher or other staff member (i.e., running through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.). Any serious physical injury, which results from a student's dangerous behavior, will be considered a Third Degree Assault and may result in Class IV Consequences.

### **\*Sexual Harassment and/or Sexual Misconduct**

**#301**

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to an actual and intentional touching or fondling, which would constitute sexual contact regardless of whether the touching occurs through or under the clothing (i.e., touching a student's behind or chest, putting hands underneath another's clothing, etc.), sexual jokes or comments, inappropriate or unwelcome physical/sexual contact, requests for sexual favors and other unwelcome verbal conduct of a sexual nature. This offense also includes acts of indecent exposure where touching or fondling of another student **does not** occur. This offense includes touching or fondling members of the same sex as well as members of the opposite sex.

### **\*Stealing**

**#302**

The unlawful taking or disposition of property of another with intent to deprive the person of the property.

### **\*Receiving Stolen Property**

**#303**

Receiving or possessing property, which has been stolen from another student and/or school personnel.

**Note:** This offense only applies to students who did not steal the property.

### **\*Extortion**

**#304**

Obtaining money, information or anything of value by means of oral or written threats or taking any other actions intended to intimidate.

- \*Fighting** #305  
Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.
- \*Possession of Cigarette Lighters and/or Matches** #306  
The possession of cigarette lighters and/or matches.
- \*Vandalism** #307  
The willful or malicious destruction and/or damage of school property or the property of another (i.e., damaging textbooks, lockers, equipment, walls, furniture, etc.).
- Chronic Misconduct** #308  
Persistent violations of the Code of Student Conduct where appropriate documentation of interventions utilized by school personnel has been presented.
- Conspiracy to Commit a Class III Offense** #309  
An agreement and/or concerted effort by two or more persons to commit a Class III Offense.
- \*Possession of Identifiable Drug Paraphernalia** #310  
Possession of items used to pack, weigh, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the body a controlled substance. In all instances, the items will be confiscated from the student. The parents/guardians will be notified.
- \*Threatening Another Student** #311  
Intentional verbal or physical threat to do violence to a student by a student who possesses an apparent ability to do so and in doing so creates a reasonable fear that violence may occur.
- \*Threatening of School Personnel** #312  
Intentional verbal or physical threat to do violence to a staff member by a student who possesses an apparent ability to do so and in doing so creates a reasonable fear that such violence may occur.
- \*False Alarms** #313  
Pulling a fire alarm when there is no fire or smoke and/or making a false bomb report.

## CLASS III - CONSEQUENCES

### ELEMENTARY

### SECONDARY

#### Elementary

##### First Offense

- Mandatory phone call home and in school suspension (1-10days) & restitution (where appropriate)
- *Resolution - teacher option*

##### Second Offense

- Mandtory parent/guardian conference and short term out of school suspension (1-10 days) & restitution (where appropriate) with possible further action

#### Secondary

##### First Offense

- Parent/Guardian Conference and Short term suspension (1-10days) & restitution (where appropriate)
- *Detention/Resolution - Teacher Option*
- Suspension of Computer Privileges

##### Second Offense

- Parent/Guardian Conference and Short-term suspension (10 days) suspension with possible further action and restitution (where appropriate)

In addition to the above consequences, the administrator/classroom teacher/BIST coordinator will, where appropriate, also utilize interventions within the classroom/school to address the student's behavior.

#### **Further action may include any of the following:**

- \*Probation (i.e., restrict privileges, review of magnet school status, etc.)
- \*Referral to Outside Counseling Agencies
- \*Referral for Anger Control/Conflict Resolution
- \* Long-term Suspensions (11-180 school days) or Recommendation for Expulsion

## CLASS IV - OFFENSES

*Any commission of these offenses may be reported to the local law enforcement agency depending on the severity of the offense.*

**\*Distribution and/or Possession of Non-Controlled Substances #400**

Distribution, attempt to distribute or possession with intent to distribute (possession of a substance which by virtue of the quantity, packaging or other circumstances demonstrates intent or effort to sell or distribute the substance) a non-controlled substance upon the representation that the substance is a controlled substance.

**\*Possession and/or Use of Drugs #401**

Possession of or using controlled substances at school, on school property or during a school activity. Any student who arrives at school or class under the influence of drugs will not be allowed to attend classes.

**\*Possession and/or Consumption of Alcohol #402**

Possession or consumption of alcohol at school, on school property or during a school activity. Any student who arrives at school or class under the influence of alcohol will not be allowed to attend classes.

**\*Purchase of Non-Controlled Substances #403**

Purchase or attempt to purchase a non-controlled substance that has been represented to be, or upon a belief that it is, a dangerous controlled substance.

**\*Possession and/or Use of Toxic Substances #404**

Use of intoxicants, which cause a loss of control or inebriation (i.e., glue, solvent and similar substances).

**\*Possession of Drugs with Intent to Sell or Distribute #405**

The possession of illegal drugs where the amount would be considered greater than that for personal use by virtue of the quantity, packaging or other circumstances which demonstrate intent or effort to sell/distribute.

**\*Assault of Another Student #406**

An actual and intentional touching or striking of another student against his/her will with the intent of causing serious physical harm, or an attempt to do the same, or placing a person in apprehension of immediate physical injury.

**\*Assault of School Personnel**

**#407**

An actual and intentional touching or striking of school personnel against his/her will with the intent of causing serious physical harm, or an attempt to do the same, or placing a person in apprehension of immediate physical injury.

**\*Causing Serious Physical Injury to Student or Staff**

**#408**

Intentional or unintentional physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body.

**\*Possession, Use and/or Sale of Explosives**

**#409**

The carrying, concealing, use or sale of a bomb, dynamite or other deadly explosives. An "explosive" is defined as any explosive, incendiary or bomb or similar device designed or adapted for the purpose of causing death, serious physical injury or substantial property damage; any device designed or adapted for delivering or shooting a weapon (i.e., fireworks, gas bombs, smoke bombs, stink bombs, fire bombs, etc.).

**\*Arson**

**#410**

Starting a fire or causing an explosion with the intent to damage personal property and/or buildings (i.e., setting papers/books on fire, placing lighted matches or burning paper in trash can/container, exploding fireworks/bombs, setting property or building on fire, etc.).

**\*Possession and/or Use of a Firearm**

**#411**

Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. As defined by the Gun Free Schools Act, a "firearm" shall mean:

- any weapon that is designed or adapted to expel a projectile by the action of an explosive or other propellant;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas; or
- any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may readily be assembled.

**\*Possession and/or Use of a Weapon Other Than a Firearm**

**#412**

Possession and/or use of an instrument, device or projectile that could reasonably be used for attack or defense against another person; any instrument or device that could reasonably be used to threaten, intimidate or inflict physical injury or harm to another person. A weapon may include any of the following:

- ordinary pocket knife or an instrument with a blade measuring four inches or less in length
- pen knives
- projectile weapon (i.e., pellet gun, BB gun, slingshot, bow, crossbow, etc.)
- blackjack
- knuckles
- pepper spray
- mace
- normal school supplies, household items or other materials (examples include, but are not limited to, scissors, nail files, chains, laser beam pointers, razor blades, box cutters, combination and/or pad locks, etc.), which are used for attack, defense, to threaten, intimidate or inflict physical injury or harm on another person.

**Conspiracy to Commit a Class IV Offense**

**#413**

An agreement and/or concerted effort by two or more persons to commit a Class IV Offense.

## CLASS IV - CONSEQUENCES

### ELEMENTARY

### SECONDARY

#### Elementary

##### First Offense

- Short term out of school suspension (1-10 days) with possible referral to outside agencies for treatment/counseling or 10 days out of school suspension with referral to Student Discipline Office (For long Term suspensions, the maximum length is 90 days unless the law requires more serious consequences.)

##### Second Offense

- Mandatory out of school suspension (10 days) with referral to Student Discipline Office (For long Term suspensions, the maximum length is 90 days unless the law requires more serious consequences.)

#### Secondary

##### First Offense

- Mandatory Suspension (10 days) with referral for long Term suspensions and possible referral to outside agencies for treatment/counseling,
- Recommendation for Expulsion.

**Note:** For offenses involving firearms and/or weapons specifically listed, students will receive an automatic ten (10) day suspension with referral for a one hundred eighty (180) day long-term suspension or recommendation for expulsion.

**Further action may include any of the following:**

- \*Probation (i.e., restrict privileges, etc.)
- \*Referral to Drug/Alcohol Treatment Program
- \*Referral to Outside Counseling Agencies
- \*Referral for Anger Control/Conflict Resolution
- \* Long-term Suspensions (11-180 school days) or Recommendation for Expulsion

**Académie Lafayette**  
**Student Conference Card for Code of Conduct Violation**



<p><b><u>Class I Offenses</u></b></p> <ul style="list-style-type: none"> <li>◆ Misuse of Computer or Violation of Network Practices #100★</li> <li>◆ Disruptive Behavior before, during, or after school in the Classroom, School or During School Activity #101</li> <li>◆ Failure to communicate in French in Classroom, hallways &amp; other Learning Activities organized #102</li> <li>◆ Failure to adhere to the approved dress code #103</li> <li>◆ Excessive tardies / Truancy #104</li> </ul>	<p>Name: _____</p> <p>Homeroom Teacher: _____</p> <p>Date: _____</p> <p>Grade: _____ <b>K → 5</b></p> <p>Hour/Time _____</p> <p>Teacher _____</p>
<p><b><u>Class II Offenses</u></b></p> <ul style="list-style-type: none"> <li>◆ Possession and/or Use of Tobacco or Tobacco Products #200★</li> <li>◆ Possession, Exhibition and/or Distribution of Obscene Material #201★</li> <li>◆ Gambling #202★</li> <li>◆ Defiance of Authority #203</li> <li>◆ Use of Abusive, Obscene, Offensive or Profane Language #204</li> <li>◆ Inciting to Fight/Contributing to a Disruptive Situation #205</li> <li>◆ Conspiracy to Commit a Class II Offense #206</li> <li>◆ Academic Dishonesty #207★</li> <li>◆ Possession and/or Use of a Simulated Weapon #208★</li> <li>◆ Bullying</li> </ul>	<p><b><u>Class IV Offenses</u></b></p> <ul style="list-style-type: none"> <li>◆ Distribution and/or Possession of Non-Controlled Substances #400★</li> <li>◆ Possession and/or Use of Drugs #401★</li> <li>◆ Possession and/or Consumption of Alcohol #402★</li> <li>◆ Purchase of Non-Controlled Substances #403★</li> <li>◆ Possession and/or Use of Toxic Substances #404★</li> <li>◆ Possession of Drugs with Intent to Sell or Distribute #405★</li> <li>◆ Assault of Another Student #406★</li> <li>◆ Assault of School Personnel #407★</li> <li>◆ Causing Serious Physical Injury to Student or Staff #408★</li> <li>◆ Possession, Use and/or Sale of Explosives #409★</li> <li>◆ Arson #410★</li> <li>◆ Possession and/or Use of a Firearm #411★</li> <li>◆ Possession and/or Use of a Weapon Other Than a Firearm #412★</li> <li>◆ Conspiracy to Commit a Class IV #413★</li> </ul>
<p><b><u>Class III Offenses</u></b></p> <ul style="list-style-type: none"> <li>◆ Dangerous Behavior #300★</li> <li>◆ Sexual Harassment and/or Sexual Misconduct #301★</li> <li>◆ Stealing #302★</li> <li>◆ Receiving Stolen Property #303★</li> <li>◆ Extortion #304★</li> <li>◆ Fighting #305★</li> <li>◆ Possession of Cigarette Lighters and/or Matches #306★</li> <li>◆ Vandalism #307</li> <li>◆ Chronic Misconduct #308</li> <li>◆ Conspiracy to Commit a Class III Offense #309</li> <li>◆ Possession of Identifiable Drug Paraphernalia #310★</li> <li>◆ Threatening Another Student #311★</li> <li>◆ Threatening of School Personnel #312★</li> <li>◆ False Alarms #313★</li> </ul>	

Based on circumstances including, but not limited to: history of discipline problems, severity of the issue, personal circumstances, academic circumstances, and/or age, the Principal, Vice Principal, BIST Coordinator, and/or Social Worker, may decide that alternative consequences are in the best interest of the student.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<ul style="list-style-type: none"> <li>◆ In-School conference with student</li> <li>◆ Called Parents/Sent Note Home</li> </ul>	<ul style="list-style-type: none"> <li>◆ BIST Intervention: _____</li> <li>◆ Other: _____</li> </ul>
<p>During this school year, how many times has the student violated the following classes of offenses?</p>	
<p>Class I Offenses: _____ Class II Offenses: _____ Class III Offenses: _____ Class IV Offenses: _____</p>	

**Administrative Action**

-> See flip side

- |                                     |   |
|-------------------------------------|---|
| ◆ In-school conference with student | ◆ <u>In-school suspension</u> : _____ day(s)  |
| ◆ After-school RESOLUTION           | ◆ <u>Short-term suspension</u> : _____ day(s) |
| ◆ Mandatory parent conference       | ◆ <u>Long-term suspension</u> : _____ day(s)  |

Detention/suspension to be served on \_\_\_\_\_

Comments: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature indicating Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature indicating Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Académie Lafayette Code of Conduct References



<p align="center"><b>Class I Consequences</b></p> <p><b><u>First Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory phone call home</li> <li>• Parent/guardian conference</li> <li>• After-school detention</li> </ul> <p><b><u>Second Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory parent/guardian conference</li> <li>• In-school suspension (1-3 days)</li> <li>• 2-3 After-school detentions</li> </ul> <p><b><u>Subsequent Offenses</u></b></p> <ul style="list-style-type: none"> <li>• In-school suspension (3-5 days)</li> <li>• Short-term out-of-school suspension (1-5 days)</li> <li>• Saturday School</li> </ul>	<p align="center"><b>Class II Consequences</b></p> <p><b><u>First Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory phone call home</li> <li>• Parents/ guardian conference</li> <li>• 2-3 after-school detentions</li> <li>• In-school suspension (1-3 days)</li> </ul> <p><b><u>Second Offense</u></b></p> <ul style="list-style-type: none"> <li>• In -school suspension (2-7 days)</li> <li>• Short-term out-of-school suspension (1-5 days)</li> <li>• Saturday School (1-3 days)</li> </ul> <p><b><u>Subsequent Offenses</u></b></p> <ul style="list-style-type: none"> <li>• Short-term out-of-school suspension (5-10 days)</li> </ul>
<p align="center"><b>Class III Consequences</b></p> <p><b><u>First Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory phone call home and in-school suspension (1-10days) &amp; restitution (where appropriate)</li> <li>• Saturday School (1-3 days)</li> </ul> <p><b><u>Second Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory parent/guardian conference and short-term out-of-school suspension (1-10 days) &amp; restitution (where appropriate) with possible further action</li> </ul>	<p align="center"><b>Class IV Consequences</b></p> <p><b><u>First Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory phone call home and in-school suspension (3-10days) &amp; restitution (where appropriate)</li> <li>• Saturday School (2-4 days)</li> </ul> <p><b><u>Second Offense</u></b></p> <ul style="list-style-type: none"> <li>• Mandatory parent/guardian conference and short-term out-of-school suspension (1-10 days) &amp; restitution (where appropriate) with possible further action</li> </ul>

## Académie Lafayette

### Student Conference Card for Code of Conduct Violation



<p><b>Class I Offenses</b></p> <ul style="list-style-type: none"> <li>◇ Misuse of Computer or Violation of Network Practices #100★</li> <li>◇ Disruptive Behavior before, during, or after school in the Classroom, School or During School Activity #101</li> <li>◇ Failure to communicate in French in Classroom, hallways &amp; other Learning Activities organized #102</li> <li>◇ Failure to adhere to the approved dress code #103</li> <li>◇ Excessive tardies / Truancy #104</li> </ul>	<p>Name: _____</p> <p>Homeroom Teacher: _____</p> <p>Date: _____</p> <p>Grade: _____</p> <p>Hour/Time _____</p> <p>Teacher _____</p>
<p><b>Class II Offenses</b></p> <ul style="list-style-type: none"> <li>◇ Possession and/or Use of Tobacco or Tobacco Products #200★</li> <li>◇ Possession, Exhibition and/or Distribution of Obscene Material #201★</li> <li>◇ Gambling #202★</li> <li>◇ Defiance of Authority #203</li> <li>◇ Use of Abusive, Obscene, Offensive or Profane Language #204</li> <li>◇ Inciting to Fight/Contributing to a Disruptive Situation #205</li> <li>◇ Conspiracy to Commit a Class II Offense #206</li> <li>◇ Academic Dishonesty #207★</li> <li>◇ Possession and/or Use of a Simulated Weapon #208★</li> <li>◇ Bullying</li> </ul>	<p><b>Class IV Offenses</b></p> <ul style="list-style-type: none"> <li>◇ Distribution and/or Possession of Non-Controlled Substances #400★</li> <li>◇ Possession and/or Use of Drugs #401★</li> <li>◇ Possession and/or Consumption of Alcohol #402★</li> <li>◇ Purchase of Non-Controlled Substances #403★</li> <li>◇ Possession and/or Use of Toxic Substances #404★</li> <li>◇ Possession of Drugs with Intent to Sell or Distribute #405★</li> <li>◇ Assault of Another Student #406★</li> <li>◇ Assault of School Personnel #407★</li> <li>◇ Causing Serious Physical Injury to Student or Staff #408★</li> <li>◇ Possession, Use and/or Sale of Explosives #409★</li> <li>◇ Arson #410★</li> <li>◇ Possession and/or Use of a Firearm #411★</li> <li>◇ Possession and/or Use of a Weapon Other Than a Firearm #412★</li> <li>◇ Conspiracy to Commit a Class IV #413★</li> </ul>
<p><b>Class III Offenses</b></p> <ul style="list-style-type: none"> <li>◇ Dangerous Behavior #300★</li> <li>◇ Sexual Harassment and/or Sexual Misconduct #301★</li> <li>◇ Stealing #302★</li> <li>◇ Receiving Stolen Property #303★</li> <li>◇ Extortion #304★</li> <li>◇ Fighting #305★</li> <li>◇ Possession of Cigarette Lighters and/or Matches #306★</li> <li>◇ Vandalism #307</li> <li>◇ Chronic Misconduct #308</li> <li>◇ Conspiracy to Commit a Class III Offense #309</li> <li>◇ Possession of Identifiable Drug Paraphernalia #310★</li> <li>◇ Threatening Another Student #311★</li> <li>◇ Threatening of School Personnel #312★</li> <li>◇ False Alarms #313★</li> </ul>	

Based on circumstances including, but not limited to: history of discipline problems, severity of the issue, personal circumstances, academic circumstances, and/or age, the Principal, Vice Principal, BIST Coordinator, and/or Social Worker, may decide that alternative consequences are in the best interest of the student.

Comments: \_\_\_\_\_

#### Steps taken

<ul style="list-style-type: none"> <li>◇ In-School conference with student</li> <li>◇ Called Parents/Sent Note Home</li> </ul>	<ul style="list-style-type: none"> <li>◇ BIST Intervention: _____</li> <li>◇ Other: _____</li> </ul>
<p>During this school year, how many time has the student violated the following classes of offenses?</p>	
<p>Class I Offenses: _____ Class II Offenses: _____ Class III Offenses: _____ Class IV Offenses: _____</p>	

### Administrative Action

- |                                     |   |
|-------------------------------------|---|
| ◇ In-School conference with student | ◇ <u>In-School suspension</u> : _____ day(s)  |
| ◇ After School RESOLUTION           | ◇ <u>Short-term suspension</u> : _____ day(s) |
| ◇ Mandatory parent conference       | ◇ Long-term suspension: _____ day(s)          |

Detention/suspension to be served on \_\_\_\_\_

Comments: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature indicating Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature indicating Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

*Copy Distribution: Parent /Guardian • School File (Ms. McClain) • Teacher • BIST (Ms. Leflin)*

#### Académie Lafayette Code of Conduct References for Middle School



<p style="text-align: center;"><b>M.S. Class I Offenses</b></p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> <li>• In-school conference</li> <li>• Detention/Resolution - Teacher Option</li> <li>• In-school suspension (1-3 days)</li> </ul> <p><u>Second Offense</u></p> <ul style="list-style-type: none"> <li>• Parent/Guardian conference</li> <li>• Detention/Resolution - Teacher Option</li> <li>• In-School suspension (4-5 days)</li> <li>• <u>Short term suspension</u> (1-3 days)</li> </ul> <p><u>Subsequent Offenses</u></p> <ul style="list-style-type: none"> <li>• In-school suspension (5 days)</li> <li>• Short-term suspension (4-5 days)</li> </ul>	<p style="text-align: center;"><b>Middle School Class II Offenses</b></p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> <li>• Parents/ Guardians Conference</li> <li>• In-school suspension (2-4 days)</li> <li>• <u>Detention/Resolution - Teacher Option</u></li> <li>• Short Term suspension (1-5 days)</li> <li>• Community Service</li> </ul> <p><u>Second Offense</u></p> <ul style="list-style-type: none"> <li>• Parent/Guardian conference and Short term suspension (5-10 days)</li> </ul> <p><u>Subsequent Offenses</u></p> <ul style="list-style-type: none"> <li>• Short-term suspension (10 days)</li> <li>• Short-term suspension (10 days) possible further action</li> </ul>
<p style="text-align: center;"><b>Middle School Class III Offenses</b></p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference and <u>Short term suspension</u> (1-10days) &amp; restitution (where appropriate)</li> <li>• <u>Detention/Resolution - Teacher Option</u></li> <li>• Suspension of Computer Privileges</li> </ul> <p><u>Second Offense</u></p> <ul style="list-style-type: none"> <li>• Parent/Guardian Conference and Short-term suspension (10 days) suspension with possible further action and restitution (where appropriate)</li> </ul>	<p style="text-align: center;"><b>Middle School Class IV Offenses</b></p> <p><u>First Offense</u></p> <ul style="list-style-type: none"> <li>• Mandatory Suspension (10 days) with referral for long Term suspensions and possible referral to outside agencies for treatment/counseling,</li> <li>• <u>Recommendation for Expulsion.</u></li> </ul>

## ACKNOWLEDGMENT

Académie Lafayette expects all students to read and understand the Code of Student Conduct and to follow the rules and regulations set forth in the Code of Student Conduct. Accordingly, parents/guardians are required to go over every page of the Code of Student Conduct with their child. Discussions, lessons or reviews of the Code of Student Conduct conducted by school staff are in addition to, not instead of, the parents/guardians review required by the school. Both students and parents/guardians must acknowledge, by completing this form, that they have received and reviewed the Code of Student Conduct. Failure to read the Code of Student Conduct and/or sign this Acknowledgment will not prevent students from being held accountable for their behavior and receiving consequences listed within the Code of Student Conduct.

### **Parents/Guardians Acknowledgment:**

I certify that I, \_\_\_\_\_, received a copy of the Code of Student Conduct and reviewed the Code of Student Conduct with my child,

\_\_\_\_\_  
Parents/Guardians Signature

\_\_\_\_\_  
Date

### **Student Acknowledgment:**

I certify that I, \_\_\_\_\_, received a copy of the Code of Student Conduct and reviewed each page of the Code of Student Conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The signed acknowledgment will be maintained at the school building in the student's file.