



# Architecture, Construction & Engineering Charter High School

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## ACE Charter High School

### ACE Charter High School Student Discipline Policy:

## ACE Rules

*Respect yourself*

*Respect your peers*

*Respect your community*

*Respect ACE as a place of learning*



Learning self-discipline is an important part of a student's education. Parents are encouraged to teach their children the positive character traits of honesty, respect for others, self-reliance, independence, integrity, and kindness.

While participating in school-sponsored events, all students of ACE Charter High School must conduct themselves in a manner that demonstrates these qualities. The staff of ACE Charter High School wants to provide the best educational opportunities possible for all students. In order to have an environment that facilitates a safe and sound education for all students, a standard of behavior is expected from all students. When this standard of behavior is not met, the nature, seriousness, and frequency of the inappropriate behavior will determine the action taken.

The discipline policy for ACE Charter High School applies:

- While students are on school grounds.
- While students are going to and from school.
- During nutritional/school period breaks.
- During or while going to or coming from a school sponsored activity

This policy states that all students and staff employed at ACE, will follow as scripted, and will work in tandem with the CHAMPS model of classroom management.

Three categories will determine the level of severity for each infraction, and the frequency and pattern will suggest modification for the decision. These levels will determine the consequence.

### Infraction Category 1.

These are the least severe, and include the following possible infractions:

- \* Cheating, copying, colluding
  - Cursing in class
  - Using headphones/ear-buds
  - Excessive lateness (in which a numerical value is subject to change based on individual student)
  - Engaging in verbally rude or disrespectful behavior
  - Cutting class
  - Excessive talking during class
  - Disruptive behavior in the hallway
  - Gambling on campus
  - Posting or distributing material on school premises which is deemed as detrimental to character; this includes posting electronically
  - Wearing clothing, hoodies, or headgear which expresses illegalities or disrupts the educational environment
  - Misuse of Chromebook during class
  - Wearing hats or head-gear in classrooms
  - Misusing property belonging to others
  - Being disrespectful to staff
  - Misuse of cell phones, computers, or class materials
  - Using the vending machines during class time without permission
  - Violating the policy of campus permitted zones
- \* the severity of cheating may vary based on assessment/assignment and when considered major the infraction will fall in category 2

### Infraction Category 2.

These are more severe, and include the following possible infractions which are subject to higher levels of consequence:

- Failure to attend or comply with attending detention or school issued disciplinary response
- Engaging in or causing disruptive behavior on the school bus, or violating the ACE school bus policy agreement
- Using profane, obscene, vulgar or lewd language, gestures, or behavior
- Leaving school without permission
- Knowingly possessing property belonging to another without authorization
- Using slurs based on actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability
- Shoving, punching, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel, or throwing an object, or spitting at another person
- Cheating, copying, colluding on major assessments/assignments decided by the teacher
- Engaging in vandalism, graffiti or other intentional damage to school property or property belonging to staff, students or others

- Engaging in a pattern of persistent Category 1 behavior

### Infraction Category 3.

These are the most severe, and include the following infractions which are subject to the highest level of consequence:

- Making sexually suggestive comments, innuendoes, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature
- Threatening violence towards someone else
- Bullying of any kind, or acting in an intimidating way towards another person, including cyber bullying
- Engaging in physically aggressive behavior other than minor alterations as described in category 2
- Possessing a controlled substance or prescription medications without appropriate authorization
- Falsely activating the fire alarm or making a bomb threat
- Taking or attempting to take property belonging to another person or the school without authorization, with or without using force
- Using a controlled substance or prescription medication without appropriate authorization
- Using force against a staff or student, or inflicting or attempting to inflict serious injury upon students or staff
- Engaging in persistent Category 2 behavior.

### Disciplinary Response to Infractions listed in Category 1:

- A. Student/teacher conference
- B. Phone call home
- C. Peer mediation
- D. Chromebook confiscation
- E. Cell Phone confiscation (depending on occasion, parent may be required to pick it up)
- F. Parent conference
- G. In-school disciplinary action (e.g. – detention, lunch duty)
- H. Exclusion from extracurricular activities
- I. Communal Lunchtime in a designated location
- J. Removal from classroom by teacher
- K. Reprimand by appropriate supervisor (e.g. – advisor or administrator)

### Disciplinary Response to Infractions listed in Category 2:

- A. Any of the above responses from Category 1
- B. Student/Teacher/Advisor or Administrator conference
- C. Behavioral contract created with student, appropriate staff, and the parent
- D. Exclusion from trips and events for the semester
- E. Removal from classroom to separate location for 1 – 3 days (work must be provided)
- F. In school suspension for 1 – 3 days
- G. Out of school suspension, where student comes in from 3:15pm – 5:15pm for 1 – 5 days

### Disciplinary Response to Infractions listed in Category 3:

- A. Any of the above responses from Category 2
- B. Exclusion from trips, events, and extracurricular activities
- C. In school suspension for 1 – 5 days
- D. Out of school suspension, where student comes in from 3:15pm – 5:15pm for 1 – 5 days

- E. Recommendation for Transfer
- F. Recommendation for independent study
- G. Expulsion

Suspension/Expulsion Procedures:

1. Any time a student violates an infraction and a suspension or expulsion is possible as consequence, the school will immediately conduct classroom removal, and a parent/guardian will be notified asap.
2. If the infraction is severe and the school deems parental pick up is necessary, the student will remain out of class until a parent or guardian arrives.
3. In the event of either potential outcome, a letter will be issued documenting the event and steps moving forward.
4. Both suspensions and expulsions are decided via the principal and Faculty Advisory Committee. Expulsions are brought to the Board of Trustees in extreme cases.
5. Students are responsible for maintaining contact with the school to pick up and hand in work.
6. If a parent/guardian would like to discuss the decision of an expulsion, they can set up an appointment by contacting the main office. Decisions regarding suspensions are final.
7. All suspensions and expulsions are documented on permanent records.
8. All decisions are guided by the above policies under ACE Charter High School Discipline Code and California Education Code.

Teacher's responsibilities for disciplinary accountability:

1. Always make every attempt to work out a solution with the student 'in-house'.
2. If a student has been spoken to repeatedly, an ACE reflection form can be used.
3. If the need to seek the usage of the ACE Policy exists, please do the following:
  - A. The situation must be documented at all times. Fill out the referral form, and hand in to the main office. If a student is removed from class, it must be documented accordingly, otherwise persistence will not be proven possible.
  - B. Documentation will be done using the Zangle/Q program, and only Zangle/Q. Do not email the situation, as it will foster the correct route to take with follow up. The office will assist in the documentation of this.
  - C. Parents/Guardians must be contacted and updated when infractions are violated, and this must be documented as well.
  - D. If the need arises to send a student to the office, you must call to ensure someone is there first. Do not send a student otherwise. You must document the removal on a referral. The student will be dealt with in the appropriate manner, and you will be notified of the update.
  - E. Once a student is sent out, administration will fill out the Zangle part as described on the referral form. Progress and outcome will be documented on the form. A copy will be put in your mailbox of the outcome. A meeting with staff same day to discuss the situation must be had. The pink copy of the referral will be sent home. The original copy will be kept for each student, in their file in the main office.
  - F. ACE Tutorial Period time, can be used for student conference as follow up and planning. Parents are liable for all the damages caused by the willful misconduct of their minor children that results in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment or reward, if any. (E.C. 48904) The school may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a volunteer program in lieu of payment money. (E.C. 48904) If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of the school day with your child. (E.C. 48900.01)

**Sexual Harassment:** Students in grades 4 through 12 may be suspended or expelled for sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which interfere with an individual's performance at school and/or creates an intimidating, hostile, or offensive educational environment. Students who believe they have been harassed or have witnessed sexual harassment are encouraged to report it immediately to a resource teacher or the office staff. (E.C. 48980, 48900.2, and 212.8)

**Search:** The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

**Suspensions and Expulsions:** Students may be suspended from school activities by the principal for up to 10 days of activity for infractions of the discipline code and Grounds for Suspension listed in State Education Code 48900. Student may also be dropped from ACE Charter School for these offenses and returned to their school of residence. For more serious offenses as defined State Education Code 48915, the administration will ask the Board to expel a student from ACE Charter High School.

### **ACE Charter High School Dress Code Policy:**

The dress code at ACE Charter High School is in place for the safety of your student and will be enforced. Please read and discuss with your student the items that are appropriate and inappropriate for school.

#### **Dress Code Goals:**

- 1. Promote a productive school environment where students feel safe and learning can take place.
- 2. Set a tone that ACE Charter High School is an educational institution where students should present themselves in a dignified manner that promotes success.
- 3. Affirm our commitment to a "Zero Tolerance" for drugs, alcohol, tobacco, and gang attire.
- 4. To allow self expression without being vulgar, crude or offensive to others.

#### **Clothing/Apparel that is disruptive and should not be worn at ACE Charter High School:**

- 1. Clothing which compromises modesty including, but not limited to:
  - Bare midriff/crop tops/strapless tops/halter tops/see-through tops
  - Clothing that resembles undergarments
  - Clothing that resembles sleepwear
- 2. Clothing that allows underwear to be exposed.
- 3. Clothing/apparel considered to be dangerous or a health hazard including but not limited to: chains, wallet chains, stud/spike bracelets or collars.
- 4. Clothing that advertises controlled substances, denotes membership in a group that advocates drug use, gang or disruptive behavior, is considered to be offensive or that is distracting to the learning process.
- 5. Clothing associated with negative group behavior.
- 6. Hats, beanies, or other head coverings that contain logos, or insignias other than the ACE Charter School logos or colors.
- 7. Slippers are not allowed and open toed shoes may not be allowed in some classes for safety reasons. *If a student wears inappropriate shoes in the construction classes, they will not be allowed to participate in the class for the day. Parents will be contacted to bring the correct shoes if available. Students may miss the instruction for the day and be unable to make up the work for that class period.*

As part of the enrollment packet, each parent and student affirm they have read, understand and will follow the dress code for ACE Charter High School. Parents and students understand that dress code violations will result in the item being confiscated, a parent conference, and/or the parent/guardian taking the student home to remedy the dress code violation.

Teachers are expected to follow all student norms for Dress Code policies in their own personal dress while student/parents may be present on campus.

**ACE Charter High School Electronic Communication Devices Policy:**

The following policy sets guidelines for limited use of electronic communication devices on school grounds and at school-sponsored activities. Students may possess and use electronic communication devices on school district property and at school-sponsored activities subject to the following:

- 1. All electronic communication devices, MP3 players, Cell Phones, laptops, etc. must be turned off during classroom and instructional time unless the teacher has given permission for the devices to be used to aid in the instruction or for a specific purpose tied to the learning in that class that day. Students may use electronic devices during lunch and breaks as long as they are used in accordance with the acceptable use policy.
- 2. If a student wishes to use an electric communication device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request for permission to the school principal or his/her designee to determine the validity of the request.
- 3. It is the student's responsibility to ensure that their devices are turned off and secured at all times.

Any student who violates the above is subject to disciplinary action, including confiscation of the electronic communication device for the remainder of the official instructional day. ACE Charter High School is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result. Students and parents agree to be solely responsible for all electronic devices brought on to campus, used at school sponsored activities, or carried to and from school and will not hold ACE Charter High School responsible for these items.