



Friendship Aspire Academy  
Public Charter School  
GRADES K-5

# Student Discipline

2018-2019

Friendship Aspire Academy  
Pine Bluff  
Grades K-5

# Friendship Aspire Academy

## Code of Conduct and Discipline Policy

### Code of Conduct

#### Introduction

The mission of Friendship Aspire Academy is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

In the spirit of the mission, Friendship Aspire Academy presents this Code of Conduct to members of our school community. In this Code, Friendship Aspire Academy articulates our commitment to creating a safe and nurturing learning environment in which all of our students have the best possible opportunities to thrive both academically and socially.

#### Friendship Aspire Academy Core Values

The Core Values listed below are characteristics that must be demonstrated by every member of the Friendship Aspire Academy community. Students will see the Core Values posted throughout Friendship Aspire Academy and will be expected to recite them.

#### INTEGRITY

Be honest and fair to others.

#### RESPONSIBILITY

Choose right over wrong. Accept consequences for your actions.

#### CONFIDENCE

Know that you can achieve.

#### CARE

Help others.

#### COMMITMENT

Find your purpose and stay true to it.

#### PATIENCE

Face challenges by seeking understanding – not with anger and violence.

#### PERSISTENCE

Do not allow anyone, not even yourself, to steer you off the road to success. Be determined to achieve.

#### RESPECT

Hold others in high regard and understand that you can learn from them. See each person's value.

In keeping with the Core Values, the following are principles that all students must follow:

- Attend school and class everyday on time;
- Adhere to the dress code policy;
- Strive for excellence;
- Actively seek opportunities to become involved in extracurricular activities;
- Be respectful and courteous in your interactions with others;
- Contribute to maintaining a safe and welcoming environment for all;
- Seek non-confrontational, non-combative solutions at all times in resolving conflicts;
- Understand your actions have consequences; and
- Embrace your role as representatives of Friendship Aspire Academy, both on and off school grounds.

## Discipline Policy

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions and other school policies that parents must review with their children.

### Jurisdiction

The provisions of this Code of Conduct purport to control, regulate or establish standards for the actions, behavior or activities of students at Friendship Aspire Academy. Provisions are enforceable by school authorities during regularly scheduled school hours, as well as other times and places, including, but not limited to the following:

- When the student is on school grounds
- When the student is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra-curricular activities, field trips or class trips sponsored by Friendship Aspire Academy
- While the student is away from school grounds if the misconduct directly affects the good order, efficient management and welfare of other students (this specifically includes, but is not limited to, bullying and cyber bullying)
- When the student is off school grounds while wearing the school's uniform and traveling on foot or public transportation.

### Alternate Instruction

For students who receive out-of-school suspensions, arrangements will be made between the school and each individual family for picking up work and making up any missed assignments and classroom instructional support. Students who are suspended during the period of state assessment administration will be allowed to take the state assessment and will be required to leave school grounds after daily completion of the assessment. Additionally, Friendship Aspire Academy complies with the laws and regulations pertaining to special education students receiving appropriate due process and services.

## Disciplinary Action

Students who violate the discipline policy will be subject to one or more of the following documented actions at the discretion of the school administration and the Board of Trustees. School administrators are encouraged to utilize positive behavioral interventions and discipline actions that are less severe than an out of school suspension, when appropriate. A student's failure to adhere to any of the following may result in further disciplinary action. Mandatory parent involvement is required as part of student re-entry into the classroom and additional parent involvement may be mandated in some cases.

Disciplinary actions can include, but are not limited to the following:

- Time out (elementary grades only)
- Temporary Placement in Another Classroom
- Teacher/Student Conference
- Parent Call
- Reflective Assignments
- Additional Instructional Time
- Behavior Contract
- Behavior Intervention Plan
- Mediation
- Counseling
- Restitution
- Detention
- Student Staff Support Team (SSST) Referral
- Exclusion/Deprivation of Privileges
- Confiscation of Inappropriate Items
- Community Service
- Other as Assigned by the School Leader
- Abeyance/Probation
- Alternative Programs
- Out-of-School Suspension
- Expulsion
- Referral to Law Enforcement Agencies

Parents reserve the right to due process for all expulsion recommendations.

## INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSES AND INTERVENTIONS

**Class I Infractions:** Teacher or Administrator Response (Including, but not limited to Positive Behavior Intervention Responses, unless consistently repeated behavior)

**Class II Infractions:** Administrator Response or 1 to 5 day out-of-school suspension

**Class III Infractions:** Administrator Response or Long-Term Suspension (6 to a maximum of 20 days) and Possible Recommendation for Expulsion

| Infraction Categories                             | Codes          | Inappropriate or Druptive Behavior Elementary = K – Grade 5   | Class 1   | Class 2   | Class 3   | Immediate Referral to PBPD |
|---|----------------|---|-----------|-----------|-----------|----------------------------|
| ABSENCES  |                | Persistent and/or excessive unexcused absences from School  | X<br>Elem |           |           |                            |
| ACADAMIC DISHONESTY                               | E-B3           | Commits an act of academic dishonesty (first offense)   |           | X<br>Elem |           |                            |
|   | E-C3           | Commits an act of academic dishonesty (second offense)  |           |           | X<br>Elem |                            |
| ACTIVATION OF FALSE ALARM/<br>BOMB THREAT         | E-C10          | Commits or is involved in committing false alarms   |           |           | X<br>Elem |                            |
| ASSAULT   | E-C11<br>S-C17 | Assaults or attempts to assault an individual   |           |           | X<br>Elem |                            |
| BULLYING<br>/CYBER- BULLYING                      | E-C21          |   |           |           |           |                            |
| COERCION/ INCITING VIOLATION OF DISCIPLINE POLICY | E-B7           | Incites or coerces another student to commit a class 2 infraction   |           | X<br>Elem |           |                            |
|   | E-C14          | Incites or coerces another student to commit a class 3 infraction   |           |           | X<br>Elem |                            |
|   | E-C15          | Commits two or more Class III infractions in the same school year and is therefore subject to automatic recommendation for expulsion. |           |           | X<br>Elem |                            |
| DISRESPECTFUL BEHAVIOR                            | E-A1           | Carries out, possess, creates material and or uses inappropriate language of an offensive nature                                      | X<br>Elem |           |           |                            |
|   | E-A3           | Is anywhere other than assigned location without permission from school staff or supervising adult                                    | X<br>Elem |           |           |                            |
| DEFIANCE OF AUTHORITY/                            | E-A5           | Does not follow directions of an adult  | X<br>Elem |           |           |                            |

|                                   |      |  |           |           |           |  |
|-----------------------------------|------|--|-----------|-----------|-----------|--|
| REFUSAL TO OBEY SCHOOL POLICIES   | E-A6 | Engages in disorderly conduct                    | X<br>Elem |           |           |  |
|                                   | E-C6 | Trespasses on school property or at school event |           |           | X<br>Elem |  |
| DESTRUCTION OF PROPERTY/VANDALISM | E-B4 | Vandalizes or destroys property (under \$100.00) |           | X<br>Elem |           |  |
|                                   | E-C4 | Vandalizes or destroys property (over \$100.00)  |           |           | X<br>Elem |  |

| Infraction Categories   | Codes | Inappropriate or Druptive Behavior<br>Elementary = PreK – Grade 5<br>Secondary = Grade 6 – Grade 12   | Class 1   | Class 2   | Class 3   | Immediate Referral to PBPD and/or outside agency |
|---|-------|---|-----------|-----------|-----------|--|
| DRESS CODE VIOLATION  | E-A2  | Violates Uniform Policy   | ✗<br>Elem |           |           |  |
| FIGHTING  | E-B1  | Fights with another student   |           | ✗<br>Elem |           |  |
| FORGERY/FALSE INFORMATION   | E-B2  | Forges, alters, destroys or fabricates any document or item   |           | ✗<br>Elem |           |  |
| GAMBLING  | E-C2  | Gambles or is a spectator   |           |           | ✗<br>Elem |  |
| HARASSMENT  | E-C5  | Engages in harassment   |           |           | ✗<br>Elem |  |
| INAPROPRIATE USE OF TECHNOLOGY  | E-A4  | Possess or uses electronic devises not related to instruction   | ✗<br>Elem |           |           |  |
|   | E-B5  | Inappropriate use of technology   |           | ✗<br>Elem |           |  |
| POSSESSES, USES SELLS OR DISTRIBUTES A CONTROLLED OR UNCONTROLLED SUBSTANCE     | E-C8  | Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bong, rolling papers etc.) and/ or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse. |           |           | ✗<br>Elem |  |
| POSSESSION OF DANGEROUS OBJECTS NOT FOR ANY REASONABLE USE TO STUDENT AT SCHOOL | E-C19 | Possesses an object than can be used as a weapon and is not of any reasonable use to the student at school.   |           | ✗<br>Elem |           |  |
|   | E-C20 | Distributes, uses and/or sells incendiary device  |           |           | ✗<br>Elem |  |
|   | E-C7  | Brings, possesses, and/or uses a weapon, incendiary, explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school.  |           |           | ✗<br>Elem | ✗  |
|   | E-B8  | Uses, distributes, and/or sells an object that can be used as a weapon, explosive, or other dangerous object  |           | ✗<br>Elem |           |  |
|   | E-B10 | Possesses matches or lighter  |           | ✗<br>Elem | ✗<br>Sec  |  |

|               |       |  |  |           |               |   |
|---------------|-------|--|--|-----------|---------------|---|
|               | E-C16 | Mandatory referral to the police or juvenile system for any student who brings or possesses a gun at school (must be expelled for no less than one [1] calendar year under Federal Gun Free Schools Act) |  |           | ✗<br>Elem/Sec | ✗ |
| ROBBERY/THEFT | E-C17 | Robbery/Attempted robbery  |  |           | ✗<br>Elem     |   |
|               | E-B4  | Theft of property (over \$100.00)  |  | ✗<br>Elem |               |   |
|               | E-C4  | Theft of property (over \$100.00)  |  |           | ✗<br>Elem     |   |

| Infraction Categories     | Codes | Inappropriate or Distructive Behavior<br>Elementary = K – Grade 5                | Class 1 | Class 2   | Class 3   | Immediate Referral to<br>PBPD and/or<br>outside<br>agency |
|---------------------------|-------|--|---------|-----------|-----------|---|
| SERIOUS BODILY INJURY     | E-C12 | Commits or attempts to commit an act that causes severe injury to another person |         |           | ✗<br>Elem |   |
| SEXUALLY BASED INFRACTION | E-B9  | Engages in sexual contact (includes inappropriate touching, feeling)             |         | ✗<br>Elem |           |   |
|                           | E-B6  | Engagement in sexual acts (includes consensual sexual activity, sexting)         |         | ✗<br>Elem |           |   |
|                           | E-C13 | Commits or attempts to commit an act of sexual assault                           |         |           | ✗<br>Elem |   |
| THREATENING               | E-C9  | Commits threatening act against an individual                                    |         |           | ✗<br>Elem | ✗   |

## Code of Conduct Definitions

**Academic Dishonesty** – Using or submitting information through methods not approved by teachers or administration, obtaining data that is classified, and/or taking ownership for information or documentation that is not created by the student. This includes, but is not limited to plagiarizing, cheat sheets, unapproved materials during testing, possession of answer keys or tests and/or completing another student’s assignment. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Assault** – Assault is a physical, unprovoked attack, which causes and/or attempts to cause personal injury to another student, staff member or anyone on school property. Failure to stop fighting after a fight has been broken up, or continuing to fight when the other person cannot or will not defend him/herself, will also be considered assault.

**Bullying** – Friendship Aspire Academy defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, or any other distinguishing characteristic, or on a youth’s association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and

2. Can reasonably be predicted to:
  - a. Place the youth in reasonable fear of physical harm to their person or property;
  - b. Cause a substantial detrimental effect on the youth’s physical or mental health;
  - c. Substantially interfere with the youth’s academic performance or attendance; or
  - d. Substantially interfere with the youth’s ability to participate in or benefit from the services, activities or privileges provided by an agency, educational institution or grantee.

For the investigative process, please refer to the Friendship Aspire Academy Bullying Policy.

**Disorderly Conduct** – Disorderly conduct includes, but is not limited to: yelling, running, pushing, shoving or engaging in horseplay. Excessive verbal abuse or physical interaction that results in disruption is also considered disorderly conduct.

**Expulsion** – Permanent dismissal of a student from the school program. If an expulsion is approved, it is the responsibility of the parent/guardian to place the student in another school. The special education team will assist a parent of a student with special needs to ensure the student is enrolled at another school.

**Fabrication/Forgery/Alteration/Destruction** Intentional or unauthorized creation, alteration, falsification, destruction or invention of any official document including but not limited to 911 phone calls, issuing a bomb threat, setting off a fire alarm, etc.

**Gambling** – Gambling is the participation in any game where money or other items have been or may be exchanged. Any spectator is deemed a promoter of gambling and therefore will be subject to disciplinary action.

**Gang-related activity** – A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors or symbols. Gang-related activity is any conduct engaged in by a student 1) on behalf of a gang, 2) to perpetuate the existence of any identified gang, or 3) to promote the common purpose and design of any identified gang.

**Group Fighting** – An altercation between more than two (2) participants involved in a physical confrontation.

**Harassment** – Words and/or actions directed toward an individual or group of individuals to intimidate, degrade, and/or fail to respect another person’s dignity. Harassment includes, but is not limited to, references made to a person or group based upon age, sex, race, religion or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs or spreading sexual rumors directed toward an individual or group is also considered harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature.

**Incendiary** – A bomb or combination of chemicals used to start a fire (i.e., matches lighters, explosives, etc.)

**Possession** – Having the item(s) on one’s personal property; or under one’s control by placement of and knowledge of the location of the item(s) on school property or willing to transfer or accept any prohibited object/item to/from any other person who possesses or brings the item on school grounds.

**Sexual Assault** – Any unwanted sexual contact or attention achieved by force, threats, bribes, manipulation, pressure, tricks and/or violence.

**Sexual Acts** – Inappropriate touching or feeling.

**Sexual Contact** – engagement in consensual sexual activity including sexting.

**Suspension** – Temporary dismissal of a student from the regular school program and school-sponsored events for the allotted time assigned by a school administrator. Suspensions can range from 1 to 45 school days, depending on the seriousness of the violation. Students are expected to complete work packets while they serve their suspension. Special Education students will receive appropriate services required under the law. After a suspension, parents/guardians are responsible for scheduling a conference with a Friendship administrator on or before the day the student returns from suspension.

**Theft** – Acceptance, possession, sale, purchase, transfer and/or taking of property belonging to another person without his/her consent and knowledge.

**Threatening an individual** – Verbal or physical acts and/ or written statements regarding harm to an individual’s life, physical or emotional well-being and/or personal property. Additionally, obtaining or attempting to obtain any item or money by intimidation, force, fraud or illegal use of authority is considered extortion. These actions include but are not limited to arguing, balling up fist, writing notes, extortion, displaying a weapon or posturing.

**Trespassing** – Trespassing is unauthorized presence on school property or at a school event, including those off school grounds. It also includes a student entering any area without authorization to do so. If suspended or expelled from school, a student is not allowed on any school district property or allowed to participate in school sponsored extra-curricular activities on campus or off-site.

**Vandalism, Destruction of property** – Willful or malicious destruction, defacement or damage to school and/or personal property.

**Weapon** – A weapon, device, instrument, material or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such item does NOT include a pocket knife with a blade of less than 2 ½ inches in length.

## Procedures for Suspension and Expulsion

1. All notices regarding disciplinary action will be provided to the parent in writing on the date the school makes a decision to suspend the student and must be signed by a school administrator or designee.
2. Students who have been given an out-of-school suspension or expulsion, may not leave school grounds during school hours unless accompanied by a parent/guardian or parent/ guardian designee.
3. Short-Term Suspensions: The school administrator or designee may suspend a student for periods of short-term suspensions for no more than nine (9) cumulative days in a school year.
4. Long-term Suspensions of 10 days or more and/or Expulsion: The school administrator or designee may only recommend:
  - a. Long-term suspension of 10 days or more and /or
  - b. Expulsion
5. All recommendations for 6-9 day suspensions or expulsions will be reviewed by the FAA School Board of Trustees for a final decision. Note: The Board of Trustees' Discipline Committee does, in the event of disagreement between the Community Office and the school administrator, render the final discipline determination.
6. In calculating days of suspension, days served will not include days when school is not in session for students, including but not limited to school closure days, school holidays, spring break and summer break, unless the student is required to attend summer school or extended year services. For example, if the student is suspended on the day before spring break, the days during spring break will not count as days the student served on suspension.
7. Once a student is suspended, a student homework packet must be available for a parent to retrieve within one business day.
8. For students with IEPs, 504 Plans and students who are in the process of being evaluated for special education who are suspended for more than 10 days in a school year, a multi-disciplinary team will review all relevant educational records contained in the student's file or in possession of the school to determine whether the student's violation of school rules was a manifestation of the student's disability.

- a. If it is determined that the student's behavior was a manifestation of the student's disability, the student will be returned to his/her educational placement.
- b. If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.

## Procedures for Appeal

1. Upon notification of disciplinary action, a parent/ guardian/student shall have 48 hours to contact the school administrator to request a meeting.
2. During the meeting, the school administrator, the student/ parent/guardian shall have the right to review the summary of the incident, present witnesses and evidence on their behalf, cross examine witnesses presented by the school and to request that the school administrator reconsider the disciplinary action.
3. In the event that the administrator is unwilling to reconsider the proposed disciplinary action, the student/parent/guardian has the right to appeal any suspension of 10 days or more as well as a recommendation for expulsion by contacting the Arkansas Superintendent within 24 hours of the meeting with the school administrator.
4. The student / parent/guardian/ can submit letters from witnesses, character letters, a statement from the student and any other information relevant to the case in writing within 48 hours of contacting the Arkansas Superintendent. The Arkansas Superintendent may also elect to speak with the parent and student regarding the incident.
5. The student/parent/guardian may also request as part of their appeal to have a hearing before the representatives or designees of the School Board. The representatives or designees of the Board who will hear the appeal will consist of at a minimum two (2) administrators at the manager level or above.

## Review and Determinations

1. All recommendations for suspensions of 10 days or more and expulsion will be reviewed by the School Board for final determination, regardless of the parent/guardian/student request for appeal. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent if the person or agency to which the records are being disclosed has a legitimate educational interest.
2. In the case of an appeal, additional information submitted by the parent/guardian/student within the 48-hour timeframe, as well as any information obtained from a hearing, if one is requested, will also be considered.
3. Determinations made the Arkansas Superintendent or designees of the School Board shall be final and will be communicated to the parent/ guardian/student and school administration in writing.

**Alternative Programs:** A student may be assigned to or offered the opportunity to participate in alternative programs available if, in the opinion of school officials, such assignment would benefit the student. A student with a disability should be referred to the IEP team to determine appropriate services and placement.



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