



Code of Conduct

The Arts Academy Charter Middle School's Code of Conduct is broken down into four levels of infractions. Behaviors that result in Code of Conduct infractions will be referred to administration for review. The Code of Conduct is based on progressive discipline. **Repetition of infractions may result in increased severity of consequences as described by the information below.**

It is important to understand that the descriptions and discipline below serve only as a guide for disciplinary actions. All behavioral infractions will be reviewed and investigated by the Dean of Students, Assistant Principal, and/or the building Principal to determine the effect that the behaviors had on the school community. The result of these reviews will determine the severity and length of the consequence.

All suspensions will require a parent or guardian to attend a re-entry meeting with their student and administration. Students will NOT be allowed to return to school or attend any school events until the meeting occurs. If a student arrives to school without a parent or guardian prior to the re-entry meeting, they will be asked to wait in the main lobby until a parent or guardian arrives.

Level I Infractions

All Level I Infractions may result in but are not limited to: Lunch Detentions, After-school Detentions, In-school Suspension, Meetings with Teacher, Dean of Students, Assistant Principal, Guidance Counselors, and/or Principal.

<u>Infraction:</u>	<u>Description:</u>	<u>Consequences:</u>
Dress Code Violation	When a student wears clothing, accessories, or any item that does not align with the specific School Dress Code. <i>Please refer to the Student Dress Code Section of Student Handbook.</i>	1-2 Warning 3-4 Lunch Detention 5 After School Detention 5+ Administrative Action
Late to Class	Arrival to class after the bell rings.	1-3 Warning 4 – Lunch Detention. 5 – After-School Detention After 5 – Administrative Action

Late to School	Arrival to school after 7:45	Please see Attendance Procedures.
Violation of classroom expectations	Teacher's classroom rules not followed. This includes signing out to leave the room for any reason.	Teacher/Staff Member will assign progressive consequences based on student actions

Level II Infractions

All Level II Infractions may result in but are not limited to: Lunch Detentions, After-school Detentions, In-school Suspension, Meetings with Dean of Students, Assistant Principal, Guidance Counselors, and/or Principal.

All consequences are subject to administrative discretion, as deemed most appropriate for the individual incident.

After 3 or more level II infractions a student may be suspended.

<u>Infractions:</u>	<u>Description:</u>
Arrival/Dismissal Misconduct	The inability to follow requests by school personnel. Students should not be walking or loitering between buses/cars. School ends at 2:00pm. Students must exit/board their bus/parent vehicle in a safe and calm manner.
Bus Misconduct	Behavior that may result in harm or injury to another individual. This includes behavior that is disruptive to the driver. School ends at 2:00pm. Students must immediately leave the building, unless given permission by an adult. AACMS has the right to suspend a student from the bus. <i>Please refer to Bus Transportation section of Student Handbook.</i>
Cafeteria Misconduct	Continual refusal to listen to adult requests/redirections while entering, leaving, or in the cafeteria. These requests may be coming from school personnel and/or dining staff.
Continued Classroom Misconduct	Ongoing behavior deemed by the teacher to be an interruption to the educational process within the classroom.
Defiance	Failure to follow directions/redirections within the school building. An excess number of attendance issues may be moved up to the Level II infraction Defiance.
Hallway/Lavatory Misconduct	Behavior that may injure or infringe on the movement of others, including running, misconduct, and horseplay. Excessive noise, foul language, or inappropriate physical interactions.

Hallway/Lavatory Misconduct cont.	Any actions deemed inappropriate by school employees may result in consequences.
School Activity Misconduct	The AACMS Code of Conduct is in effect not only on school grounds, but also in <u>ALL school sponsored</u> activities and events.
Unauthorized Items	An unauthorized item, often defined as contraband, is any item, food, drink, substance, or device that is prohibited on campus by school policy or law. These regulations are put in place to maintain a safe, distraction-free learning environment.
Other	Some incidents are deemed to be a Level II infraction, but do not fit into any other Level II infractions.
Exceeding Level I Consequences	Exceeding 5 lates to class, 3 or more violations of a teacher's classroom policies, and/or 3 or more combined Level I infractions.

Level III Infractions

All Level III Infractions may result in but are not limited to: Lunch Detentions, After-school Detentions, In-school Suspension, Suspensions, Meetings with Dean of Students, Assistant Principal, Guidance Counselors, and/or Principal.

Excessive Level III infractions may result in an Expulsion Hearing.

All consequences are subject to administrative discretion, as deemed most appropriate for the individual incident.

Infraction:	Description:
Academic Dishonesty	Cheating on a test or school assignment. The sharing of information by copying or taking photos of graded materials. Any unauthorized use of Artificial Intelligence to generate responses to assignments and/or assessments. Fraud - the altering of materials such as, but not limited to, passes and report cards.
Damage/Destruction of school/personal property	Willful behavior which damages or destroys property belonging to the school, other students, or any school employee. If deemed appropriate by school administration or law enforcement, the full cost of materials and labor to repair or replace the damaged/destroyed property may be the

Damage/Destruction of school/personal property cont.	responsibility of the student(s) causing the damage/destruction.
Disrespect	The use of foul language or gestures directed toward a school employee. The deliberate attempt to insult, belittle, lessen the reputation of, or infringe the public opinion of a school employee.
Endangerment	A situation where a student or other person is placed in a condition that creates a substantial risk of serious harm, injury, or death — either physically, emotionally, or through neglect. (Fighting – Horseplay is a form of Endangerment)
Fighting	When two or more students are involved in a physical altercation. Involvement of law enforcement may be included in the consequences given to the students. Actions of law enforcement are separate from the consequences given by AACMS administration.
Inappropriate Use of School Technology, Internet, and the School Network	School-provided technology is for educational use only and must be used solely to support AACMS learning activities. Students may not use school technology for personal, recreational, or other non-educational purposes.
Insubordination	Excessive Level II infractions. the deliberate defiance of authority, involving intentional refusal to follow rules or instructions from teachers or school staff.
Profanity/Obscenity	Any behavior that visually and/or verbally is considered offensive and/or inappropriate for maintaining a safe and effective school environment.
Theft	The taking of another's possessions without their consent or knowledge. Law enforcement may become involved depending on circumstances. Law enforcement actions are separate from school consequences.
Tobacco/Vaping Violation • First Offense – 5 Day Suspension • Second Offense – 10 Day Suspension • Additional Offenses as determined by school administration; may result in an expulsion hearing.	Possession, sale, distribution of tobacco/nicotine products or vape products on school property, buses, or at a school function off campus. This includes electronic vapes and pouches with either flavoring and/or nicotine.
Unauthorized Area	An unauthorized area refers to a location, space, or zone where entry or use is not permitted under established rules, regulations, or policies. It is typically defined as any area that is restricted to

Unauthorized Area cont.	authorized personnel only and where unauthorized presence is prohibited.
Other	Some incidents are deemed to be a Level III infraction, but do not fit into any other Level III infractions.
Exceeding Level II Consequences	Exceeding three separate Level II infractions.

Level IV Infractions – Possibly Expellable Offenses

In the case of a Level IV infraction, the student will be suspended for a minimum of 5 school days and a maximum of up to 10 days, with a possible recommendation for an expulsion hearing.

Infraction:	Description:
Activating False Fire Alarm / Falsely calling 911	The willful pulling of the fire alarm when not warranted or not warranted action of calling 911. In addition to school consequences, law enforcement may become involved.
Alcohol/Drug Violation	The use, possession, sale, or distribution of illegal, controlled substances. Violation of AACS Policy 2.3.2. Law enforcement actions are separate from school consequences.
Assault of a District Employee	Intentionally hitting, pushing, or touching in any way an employee that is deemed to be an assault. Law enforcement actions are separate from school consequences.
Dangerous Weapons/Objects	Including, but not limited to, any firearm, explosive, knife/cutting instrument. Possession of a replica of a weapon and/or look alike object may be classified as a Level IV infraction. Law enforcement actions are separate from school consequences.
Physical Assault	Any behavior that could cause physical harm or injury to another individual. Generally, when one person is the aggressor, while the other is the recipient.
Terroristic Threats	Actions or verbal actions that, as deemed valid by administration, threaten to harm the school building or persons of AACMS. Law enforcement actions are separate from school consequences.
Other	Due to the severity of an incident, some incidents are deemed to be a Level IV infraction, but do not

Other cont.	fit into any other Level IV infraction. Law enforcement actions are separate from school consequences.
Exceeding Level III Consequences	Exceeding three separate suspensions for any Level III infraction.

CELL PHONE, HEADPHONE, AND EARBUD POLICY

- **All phones must be silenced and “off body” (e.g., placed in backpacks, lockers, or designated classroom areas) from the start of the school day until the final dismissal.** If a student refuses to put their phone away or hand it in to a teacher then administration will become involved.
- **Students are not permitted to use their cell phones during instructional periods, lunch, recess, or transition times.**
- We understand the need for communication. In case of an emergency or if you need to reach your child, please contact the Main Office and we will ensure your message is delivered promptly.
- If a student needs to contact a parent or guardian, they may do so from the Main Office or Nurse’s Office.
- Students are not permitted to use headphone/earbuds during instructional periods or transition times and shall remain “off body” (e.g., placed in backpacks, lockers, or designated classroom areas) unless provided explicit permission by the teacher or granted in 504 or IEP. Refusal to remove headphones will result in confiscation until the end of the school day and a Level II Infraction- Unauthorized Items.
- AACMS is not responsible for lost or stolen phones, headphones, or earbuds.

BULLYING

We expect our students to subscribe to the following:

- We will not engage in bullying behavior. This includes any intentional, repeated, or cruel actions meant to hurt, frighten, or exclude someone else through verbal, physical, or online means.
- We will actively try to help students who are being mistreated.
- We will make a conscious effort to include peers who may feel left out.
- If we witness bullying or exclusion, we will immediately tell an adult at school and an adult at home.

Any behaviors deemed by administration as bullying may be dealt with as a Level III infraction, and offenders will be disciplined accordingly.

Cyberbullying is not tolerated whatsoever at Arts Academy Charter Middle School.

False reports of bullying may result in discipline action.

STUDENT DRESS CODE

Students in violation of the dress code may be required to wear clothing provided by the school until their parents provide appropriate clothing. Repeated violations of the student dress code may result in administrative action at school, and communication home regarding appropriate attire.

Any form of dress that is deemed by administration as unsafe, disrupts school, or detracts from the learning process is not acceptable.

Examples of inappropriate dress include, but are not limited to:

- Hats, hoods worn over the head, sunglasses, or other items that cover your face
- Articles of clothing that reference drugs, alcohol, tobacco/vaping, weapons, obscenities, sexual connotations, or that contain derogatory statements regarding gender, race, ethnicity, religion, or sexual orientation, including clothing or insignia depicting or related to violence, gangs, or hate.
- Pants and shirts that expose undergarments
- Pajama pants, blankets, and slippers
- Shirts must provide full torso coverage. Tops that are strapless, sleeveless with narrow straps, or reveal the midriff, back, or chest (including cropped, sheer, or mesh styles) are not permitted on campus.
- Excessively short, ripped, or torn garments
- Meta Glasses or other wearable recording devices
- Footwear must always be on, and sneakers must be worn for PE.

Special Circumstances: *Attire or costumes required for arts-related activities or for specific academic activities for safety purposes may be exempted from violation in proper contexts.* Students have the ability to wear hair ornaments or covers as part of protective or cultural hairstyles.

FOOD & DRINK POLICY

- No caffeinated drinks are permitted during the school day (coffee, energy drinks, etc.)
- No food and drink outside the cafeteria with the exception of school provided breakfast until the end of first period.
- Snacks throughout the school day are not permitted. Refusal to put food away when asked will result in administrative consequences.
- Food is not to be removed from the cafeteria after lunches.
- Students arriving late to school are not permitted to bring outside food into the building (i.e. Starbucks, Wawa, McDonalds, etc.). Students will be asked to consume or dispose of their food or drink. They will not be permitted to sign into the building until their food is gone. This may result in additional consequences (late to class, among other administrative actions).
- **Food and drink in violation of these policies will be disposed of by staff.**

DETENTIONS

- Staff and Faculty have the right to assign after school or Saturday Detentions for misbehavior if deemed appropriate by the teacher and administration.

- Parents will be given 24-hour notice of detention.
- Failure to attend a detention without proper documentation may result in further administrative action.
- **Transportation will not be provided for after school or Saturday Detentions.** Failure to pick up your child on time may result in further administrative action.
- **After School Detention: 2:00 PM – 3:00 PM**
- **Saturday Detention: 9:00AM – 12:00PM**

LOCKERS

All students will be assigned lockers. It is always the responsibility of the student(s) to maintain the locker in a state of cleanliness. Lockers are school property and are entrusted to student use and care; students should have no expectation of privacy in their locker. AACMS is not responsible for lost or stolen items out of lockers.

- Students in grades 6 and 7 must bring in a lock to be used on their assigned locker. Students will not be allowed to use a locker without a lock.
- Students MAY NOT use lockers that are not assigned to them.
- AACMS is not responsible for the content of a student's locker.
- Lockers may be inspected at any time throughout the school year at the discretion of the administrator in charge without permission from or notification of parents.
- Materials found in locker searches may be used in disciplinary proceedings against the student.

Student Searches and Security Screening

School administrators or their designees may conduct reasonable searches of students, backpacks, and other personal belongings when there are reasonable grounds to believe that a student possesses a weapon, prohibited item, or evidence of a violation of school rules or law. Searches will be conducted in a manner reasonably related to the concern and consistent with applicable federal and Pennsylvania law, while respecting the student's privacy and dignity.

The School may also use trained staff and School and Law-approved handheld metal detectors to screen students for weapons or other prohibited metallic items when authorized by administration.

Metal-detector screening is intended to be a non-invasive scan of the exterior of a student's clothing. If a screening indicates the possible presence of a prohibited item, administration may take additional reasonable and lawful steps to address the concern, including a search of the student's belongings or other appropriate action.

AACMS has the authority to take immediate action when necessary to protect students, staff, or other persons from an imminent safety threat.

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