

## Zeta Code of Conduct

We care deeply about maintaining a school environment where students feel safe and learn at a high level without disruption. We expect Zeta students to learn to make good decisions, exercise strong judgment, and develop the ability to self-regulate, and it is our job as educators to support them as they develop these skills.

To this end, depending on the nature of the student conduct at issue, a response might be for the teacher to have a conversation with the student and/or parent/guardian, or it could be to engage the student in a reflective activity, aligned with our approach to restorative practices described above. Generally, we respond by taking stronger action when behavior is disruptive, disrespectful, and/or dangerous. However, such decisions are not made lightly. We consider many factors, including the child's age and behavioral history, among other appropriate factors. Whatever the response, we always seek to help the student understand the harm his or her actions caused, and how he or she may make better choices going forward. Consequences are imposed in the interest of teaching our students to learn from the situation.

The Zeta Code of Conduct applies to student behavior at all times. This includes when students are at school, on school grounds, participating in a school-sponsored activity, and on the way to or from school or a school-sponsored activity. Serious misconduct outside of the school may be considered a school disciplinary matter when the misconduct or the student's continued presence at the school has or would have a significant detrimental effect on the school and/or has created or would create a risk of substantial disruption to the work of the school.

### **Level 1 Conduct**

Level 1 includes conduct that disrupts learning, functions as a detriment to the learning environment, or otherwise conflicts with Zeta's school model and mission. Level 1 Conduct includes:

- Not being engaged in learning or being off-task
- Not following directions
- Inappropriately calling out an answer
- Leaving one's seat without permission when instructed to remain in seat
- Not completing work or homework
- Being unprepared for class
- Not obtaining required signatures for assignments
- Arriving late to school/class and/or not following school attendance policy
- Not following the Dress Code (includes, but is not limited to, wearing clothes or other items that are unsafe or disruptive to the educational process)
- Engaging in minor disrespectful behavior
- Chewing gum or consuming candy while in school
- Using electronic equipment at school without school permission (includes, but is not limited to, cell phones, handheld electronic games, iPods, headphones)

- Bringing electronic equipment (defined above) to school after being instructed not to
- Using school equipment (e.g., computers, tablets, phones) without permission
- Making disruptive noise in the hallways, in the auditorium, or any general building space without permission
- Engaging in inappropriate noise levels in lunchroom, gym, or during arrival or dismissal
- Excluding classmates in games/activities or during recess
- Littering on school grounds

### **Range of School Responses, Interventions, and Consequences for Level 1 Conduct**

- Student is reminded of appropriate behavior and task at hand and the reason for it
- Student is reminded of what he/she is like at his/her best and of past good behavior
- Student is reminded of past poor decisions and provided with productive alternatives/choices that should be made
- Student is guided through an activity designed to help him or her reflect on his/her behavior and learn how to behave differently in the future
- Student is given a warning or reprimand (warnings may be verbal or non-verbal)
- Call home to parent/guardian by teacher

### **Level 2 Conduct**

Level 2 includes disrespect to others and conduct that threatens student safety. Level 2 Conduct includes:

- Continuing Level 1 Conduct after intervention
- Disrespecting a fellow student (includes, but is not limited to, teasing, name calling, being rude, mocking, deliberately excluding, using disrespectful gestures)
- Disrespecting faculty, staff, or other school community members (includes, but is not limited to, being rude, intentionally not following instructions)
- Leaving the classroom without permission or at undesignated times
- Going to an area within the school building (e.g., other classrooms, bathrooms, main office, stairwells) without permission or at undesignated times
- Disrupting and/or not following instructions during a building safety situation (drill or actual)
- Engaging in unsafe behavior (includes, but is not limited to, unwanted or inappropriate physical contact with another or physical dysregulation that could result in injury or harm to another person, even if unintentional)
- Not using recess or field trip equipment properly, or failing to follow directions during recess or field trips

### **Range of School Responses, Interventions, and Consequences for Level 2 Conduct**

- Level 1 Responses, Interventions, and Consequences
- Call home to parent/guardian by teacher or school administrator
- Conference involving student, parent/guardian, teacher, and/or school administrator
- Additional assignments that require student to reflect on behavior in writing or verbally (depending on grade and situation)

- Non-participation in school activity (includes, but is not limited to, enrichment or extracurricular activities, sports, school events, or trips)
- Verbal or written apology to member(s) of community
- Placement in buddy classroom (a different grade-appropriate classroom in the school)
- Other consequences/responses deemed appropriate by school

### **Level 3 Conduct**

Level 3 includes conduct that causes harm to the person or property of others, threatens the physical or emotional safety or wellbeing of others, or compromises integrity. Level 3 Conduct includes:

- Continuing Level 2 Conduct after intervention
- Seriously disrespecting a fellow student, faculty, staff, or other school community member (e.g., using profanity, making racial slurs, or using any foul, discriminatory, or inappropriate language or gestures)
- Using profane, obscene, lewd, abusive, or discriminatory language or gestures in any context (includes, but is not limited to, slurs based on race, ethnicity, color, national origin, religion, gender, sexual orientation, or disability)
- Defying school staff or any school authority/personnel
- Leaving the classroom, school premises (including the recess area), field trip without permission or at undesignated times
- Posting or distributing inappropriate materials (includes, but is not limited to, unauthorized materials, defamatory or libelous materials, or threatening materials)
- Violating the school's technology and social media rules
- Lying or providing false or misleading information to school personnel
- Engaging in academic dishonesty (includes, but is not limited to, cheating, plagiarizing, copying another's work, or colluding/fraudulent collaboration)
- Tampering with school records, documents, or materials; forgery
- Making threats of any kind
- Claiming to possess a weapon
- Vandalizing or misusing school property or property belonging to any member of the school community (includes, but is not limited to, writing on desks, writing on school books, or damaging property)
- Stealing or knowingly possessing property belonging to another person without proper authorization
- Throwing, slamming, or pushing classroom materials, doors, furniture, or other objects
- Engaging in inappropriate or unwanted physical contact
- Fighting or engaging in physically aggressive behavior of any kind (includes, but is not limited to, play fighting, horsing around, shoving, pushing, or any unwanted or aggressive physical contact)
- Leaving class, school-related activity, or school premises without school authorization
- Repeatedly not attending class, school, or any school activity or event and/or repeatedly not following school attendance policy

### **Range of School Responses, Interventions, and Consequences for Level 3 Conduct**

- Level 1-2 Responses, Interventions, and Consequences
- Conference involving student, parent/guardian, teacher, and/or school administrator
- Loss of classroom, school, trip, activity, and/or event privileges
- Non-participation in school activity (includes, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Staying after school, coming before school, or coming in on a day when school is not in session (e.g., Saturday or vacation day)
- Suspension
- Other consequences/responses deemed appropriate by school

### **Level 4 Conduct**

Level 4 includes conduct that is violent, highly dangerous, or poses a serious threat to the safety of the Zeta community. Level 4 Conduct includes:

- Continuing Level 3 Conduct after intervention
- Repeated in-school disciplinary actions and/or suspensions
- Exhibiting blatant and repeated disrespect for the Zeta Code of Conduct, policies, community, or culture
- Engaging in gang-related behavior (includes, but is not limited to, wearing gang apparel, making gestures or signs)
- Destroying or attempting to destroy school property or property belonging to any member of the school community
- Starting or attempting to start a fire
- Falsely activating a fire alarm or other disaster alarm
- Threatening the school community in any way
- Engaging in behavior that creates a substantial risk of or results in injury/assault against any member of the school community
- Engaging in sexual, racial, or any other type of harassment
- Gambling
- Possessing, selling/sharing, or using alcohol, tobacco, or illegal or controlled substance
- Participating in an incident of group violence
- Possessing a weapon or other potentially dangerous item(s)
- Being charged with or convicted of a felony

### **Range of School Responses, Interventions, & Consequences for Level 4 Conduct**

- Level 1-3 Responses, Interventions, and Consequences
- Conference involving student, parent/guardian, teacher, and/or school administrator
- Loss of classroom, school, trip, activity, and/or event privileges
- Non-participation in school activity (includes, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Staying after school, coming before school, or coming in on a day when school is not in session (e.g., Saturday or vacation day)
- Suspension

- Expulsion
- Other consequences/responses deemed appropriate by school

**Please keep in mind that the list of Conduct and Consequences included in the Zeta Code of Conduct is not exhaustive.** School leaders and teachers can supplement the Zeta Code of Conduct with additional rules as appropriate. In addition, consequences for violations of the Zeta Code of Conduct are subject to the discretion of school leadership and may be supplemented and/or adjusted accordingly in keeping with the spirit of Zeta Schools' aim to preserve school safety and culture. A student's prior conduct and his/her disciplinary history may be factors in determining the appropriate consequence for misconduct. Additionally, the Zeta Code of Conduct may be updated and adjusted as Zeta deems appropriate.

### **Suspensions**

Suspension refers to the removal of a student from the school for disciplinary reasons for a specified period. A suspension may be for one day or more. If necessary due to safety concerns or significant disruption to the educational process, the student may be removed immediately.

If a student is suspended, the parent/guardian will be notified via phone call and/or at dismissal the same day. Students and parents/guardians are given an opportunity to discuss with staff the conduct giving rise to the suspension. The parent/guardian will receive a suspension letter within 24 hours.

The parent/guardian must make arrangements with the school for mandatory alternative instruction for the student during his/her suspension. The suspension letter will include information about making such arrangements. Alternative instruction will be offered at a reasonable location and time of Zeta's choosing. Zeta may determine to provide alternative instruction to a suspended student at the school, the student's home, or some other reasonably accessible location, either during the school day or before or after school hours. The instruction will be designed to allow students to keep pace with schoolwork, receive all assignments, tests, quizzes, etc., and generally advance with the curriculum.

Parents/guardians are required to meet with school leadership on the first day a suspended student returns to school. These meetings are very important as they involve discussions about the student's successful return to the classroom and preventing the incident from happening again. Parents/guardians have the right to appeal the decision within 10 business days (not calendar or school days) of the date of suspension in accordance with our complaint process, as outlined under the Zeta Complaint Process.

### **Long-Term Suspensions and Expulsions**

A long-term suspension refers to the removal of a student from the school for disciplinary reasons for a period of more than five days. Expulsion refers to the permanent removal of a student from school for disciplinary reasons. Copies of Zeta's Long-Term Suspension and Expulsion Policy are available in the school's Main Office.