

5.2 SCHOOL-WIDE STUDENT DISCIPLINE POLICY

PURPOSE:

At Vanguard we encourage our students to have high moral character, life skills, and the ability to achieve 100% mastery. We strive to create a culture that honors the honorable. We acknowledge that if we reach a point where student discipline is necessary, we have failed our purpose and must interject with additional procedures to help our students.

The purpose of the policy is to maintain a safe, positive environment for learning by teaching and modeling the practice of self-discipline, citizenship skills, and social skills in our classrooms and school-wide.

- I. Vanguard policies will be developed for classroom and student management which include the following:
 - A. Written standards for student behavior expectations, including school and classroom management.
 - B. All Vanguard students participate in an advisement class (Leadership) where the teaching and modeling of self-discipline, citizenship skills and social skills is a primary focus.
 - C. All Vanguard students become an integral part of a learning community where they interact daily with caring teachers, administrators, counselors and staff who know them.
- II. On-going staff development shall be provided for all staff regarding:
 - A. Effective instructional practices for teaching and behavior expectations.
 - B. Effective intervention strategies for meeting the needs of at-risk students.
 - C. Weekly updates on at-risk students.

ADMINISTRATIVE REGULATION:

The Administration shall take appropriate disciplinary action when students engage in activities that disrupt the educational environment, or criminal acts that threaten or harm persons or property, or disrupt school activities.

1. **Student Conduct:**
 - a. A copy of the school policies and student code of conduct, shall be distributed to students and /or parents prior to or during the first week of school each year. Students enrolling after the beginning of the school year shall be provided a copy of the school policies and student code of conduct at the time of registration. Students and parents of students are required to sign the School-Wide Student Discipline Policy indicating that they have read and agree to follow these policies and return a signed copy to Administration. Teachers will be given a copy of the student code of conduct prior to the beginning of the school year.
 - b. The student code of conduct shall be posted in a prominent location in the school.
2. **Minor Disruptive Conduct:**
 - a. Minor disruptive conduct such as off-task behavior, disruptive talking out of turn, etc... will be TEACHER MANAGED in the classroom as a warning to the student that such behavior is not acceptable. No incident report will be filed in SIS or student file.

3. **Continued Disruptive Conduct:**

- a. Continued disruptive conduct after warning will result in the student having an incident report filled out and the student sent to the office to be managed by an administrator, parent contacted. Administrator may issue detention or another sanction.

4. **Intentional Disrespectful Conduct:**

The following conduct is defined as intentional disrespectful conduct such as:

- a. Backtalking (does not include questions about an instruction or subject matter). Backtalking includes but is not limited to yelling, mocking, or indicating unwillingness to follow an instruction of a teacher or staff member.
- b. Disobedience. This includes any action or inaction, verbal or non-verbal that goes against a recently delivered instruction or school policy or indicates deliberate intent to go against an instruction or school policy or encourages others to go against an instruction or school policy.
- c. Foul language includes the use of vulgar, obscene, or profane words and expressions. This also encompasses any derogatory or offensive remarks, including racial slurs, which are explicitly unacceptable. Use of foul language will result in disciplinary action in accordance with the behavior point system.
- d. Academic dishonesty refers to any form of cheating or deception that compromises the integrity of the educational process. This includes, but is not limited to, plagiarism, copying another student's work, using unauthorized materials during an exam, falsifying data or research, and helping others commit these acts. Academic dishonesty is strictly prohibited and will result in disciplinary action according to the behavior point system.
- e. Dishonesty is the act of being untruthful or deceptive. This includes lying, cheating, stealing, or engaging in any behavior intended to mislead or deceive others. Such actions are considered unacceptable and will result in disciplinary action according to the behavior point system.
- f. Sluffing, commonly referred to as truancy, is the act of deliberately skipping or avoiding classes without a valid excuse. This behavior is unacceptable and will be subject to disciplinary action according to the behavior point system.

5. **Dangerous Disruptive Conduct:**

The following conduct is defined as "dangerous disruptive conduct" and is prohibited on school property, at school-sponsored activities, or while traveling in school-funded or school-dispatched vehicles.

- a. Possessing, using selling or attempting to possess, use or sell any firearm, weapon knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon, or other instrument including those which eject a projectile or substance of any kind, or any replica of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
- b. Causing, or attempting, threatening or conspiring to cause or encouraging others to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through any of the following:

- i. Possession or distribution of drugs or alcoholic beverages
 - ii. Sexual harassment or fabrication of sexual harassment charges to defame character.
 - iii. Arson – the willful and/or malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
 - iv. Burglary – breaking, entering or remaining in structure without authorization during the hours when the premises are closed to students.
 - v. Theft/Larceny/Stealing – the intentional unlawful taking and /or carrying away of property belonging to or in the lawful possession or custody of another.
 - vi. Criminal Mischief – willful or malicious injury or damage in excess of \$300 to public property or to real or personal property belonging to another.
 - vii. Battery – the unlawful and intentional touching or striking of another person against his or her will.
 - viii. Assault -placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
 - ix. Hazing, Harassment, Catfishing and Bullying (see separate Hazing, Harassment, Bullying and Cyberbullying Policy.
 - x. Vandalism – willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student’s parent/guardian has paid for the damage or made appropriate restitution.
 - xi. Gang-related Activity – dangerous or disruptive activity, which may include but is not necessarily limited to the following:
 - a. Wearing, possessing, using distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are involved with a gang.
 - xiii. Involvement in any activity which violates federal, state or local law or regulation, or causing other students to violate federal, state or local law or regulation or to disrupt school proceedings.
 - xiv. Disorderly use of school property, facilities, tools, equipment, materials, etc.
6. DUE PROCESS AND DISCIPLINARY ACTION:
- a. The following disciplinary actions shall be taken in response to any Dangerous and Disruptive Conduct violation which threatens or does harm to school property, to persons associated with the school, or their property, that involves the possession, control, use or threatened use of a real or look alike weapon, explosive, noxious or flammable material with intent to intimidate another person or to disrupt normal school activities. (USC 53A-11-904(1)(3).
 - i. Call the police or report the incident to the proper authorities, if necessary.
 - ii. Immediately suspend the student from school.
 - iii. As soon as possible the principal shall investigate and schedule a conference with the student and parent/guardian.
 - iv. The student shall be suspended and may be expelled for at least one year in accordance with state and federal law unless the principal determines that a lesser punishment is more appropriate.

- v. The parent/guardian shall be notified of the student's right to a due process hearing which **will** be conducted according the procedures outlined in this policy.
 - vi. The principal shall review all one-year expulsions and prepare a report to the Board annually.
7. The following actions will be taken for other violations of this policy:
- a. Immediately remove the student from the scene of the violation
 - b. As soon as possible the principal or designee will investigate and document the violation and schedule a conference with the student. The student may be suspended pending a conference with the parent or guardian.
 - c. If the issue cannot be immediately resolved or if an expulsion is warranted, the principal or his designee shall have an informal conference with the parents/guardian to present information on behalf of the student.
 - i. In most instances the informal conference should take place within 3 school days of the incident.
8. PARENTAL NOTIFICATION OF DISRUPTIVE BEHAVIOR:
- a. If a student engages in disruptive behavior that results in any sanction, the parent/guardian shall be notified.

The principal or designee can take appropriate action which may include the following interventions and /or disciplinary sanctions:

- a. INTERVENTIONS – Referral to:
 - i. Anger management / self-discipline classes;
 - ii. Court / law enforcement agency;
 - iii. School guidance counselor;
- b. SANCTIONS
 - i. Behavior contract;
 - ii. Community or school service;
 - iii. Inter-class timeout;
 - iv. In-school suspension;
 - v. Lunch/after-school detention;
 - vi. Restitution for damage/harm;
 - vii. Parent/guardian attending class with student
- c. SUSPENSION
 - i. Short-term suspension less than or equal to 10 days; 1-2 days' suspension: makeup homework shall be made available to students upon return to school. Students will be given one week to complete the assignments and turn them in to the teacher.
 - ii. Suspension to an expulsion conference shall result in suspension from all school services and activities, including receiving homework.
 - iii. Students serving suspension from school are prohibited from being on school property and participating in school – sponsored activities.

9. Appeals to the Board of Trustees:

- a. The final decision of suspension or expulsion can be appealed to the Board.
- b. A written appeal must be submitted to the principal within 10 days after the decision is finalized.
- c. The Board shall review the decision, the evidence presented at the conference, and documents submitted by the student's family.
- d. The board may affirm the decision, amend the decision, or affirm the decision in part and amend in part.
- e. The Board's written decision shall be issued within 21 working days of the receipt of the student's written appeal.

10. **Good Faith Effort to Remediate and Promote Positive Behavior**

The Behavior Manager and/or others designated by Administration will make efforts in good faith to promote positive behavior and remediate unacceptable behavior. This may include implementation of a behavior plan, positive interactions, or other school sanctioned events or initiatives. The success or failure of these good faith efforts does not absolve a student of responsibility for unacceptable behavior nor does it change the sanction for such behavior.

11. **Behavior Point System**

To deter repeat offenses, a behavior point system has been established. If a student repeatedly engages in inappropriate behavior, their point level will increase, leading to progressively more severe sanctions. Sanctions will be administered based on the point threshold the student has crossed. Behavior points will be assigned according to the following:

1	4.a	5pts
2	4.b	5pts
3	4.c	5pts
4	4.d	5pts
5	4.e	5pts
6	4.f	10pts
7	5.a	50pts
8	5.b.i	70pts
9	5.b.ii	70pts
10	5.b.iii	70pts
11	5.b.iv	50pts
12	5.b.v	30pts
13	5.b.vi	50pts
14	5.b.vii	14pts
15	5.b.viii	30pts
16	5.b.ix	40pts
17	5.b.x	20pts
18	5.b.xi	20pts
19	5.b.xiii	30pts
20	5.b.xiv	14pts

21	Violations to the Honor Code	15 pts
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12. **Sanction Thresholds**

Sanctions will be imposed according to the following Behavior Point Threshold table:

1	Detention	10pts
2	1-Day Suspension	20pts
3	2-Day Suspension, no return without parent meeting	30pts
4	3-Day Suspension, no return without parent meeting	40pts
5	1-Week Off Campus Suspension, no return without parent meeting	50pts
6	3-Week Off Campus Suspension, no return without parent meeting	60pts
7	6-Week Off Campus Suspension, no return without parent meeting	70pts
8	Online only for the remainder of the school semester. Student will only be allowed to return to Vanguard the next school semester by approval of the Disciplinary Board.	80pts
9	Expulsion for the rest of the school year. Student will only be allowed to return to Vanguard the next school year by approval of the Disciplinary Board.	90pts
10	Permanent dismissal from Vanguard Academy	100pts

13. **Point Deductions**

As part of our behavior policy, students have the opportunity to reduce their behavior points through positive contributions to the school community. Students can deduct 5 points from their behavior points by serving the school for 1 hour. This service can include cleaning the school or participating in other approved activities that benefit the school environment.

Additionally, behavior points will be reviewed and adjusted over the summer break. For students who have accumulated 30 or fewer points, all points will be removed, offering a fresh start for the new academic year. Students with 31 or more points will have their points reduced by half, allowing them to return with a significantly improved standing while still recognizing the need for continued improvement.

14. **Intent of This Policy**

The intent of this behavior policy is to establish a clear and consistent framework for promoting positive conduct and accountability at Vanguard Academy. By raising the standard of excellence, we aim to create an environment where students are encouraged to achieve their highest potential, both academically and personally. This policy is designed to help students develop the skills and behaviors necessary to become productive and responsible members of society and their community. Through adherence to these guidelines, we strive to foster a culture of respect, integrity, and excellence that will prepare our students for future success.

15. **Exceptions for Students with Legal 504 Plans or IEPs**

Students with legal 504 Plans or Individualized Education Programs (IEPs) may be granted exceptions to the behavior points and sanctions outlined in this policy. However, any such exceptions must be approved by the Board of Directors of the school. The Board will review the individual needs and accommodations specified in the student's 504 Plan or IEP and determine appropriate disciplinary actions. Adjustments to sanctions will be made only with the Board's approval to ensure that disciplinary measures are fair and conducive to the student's educational and personal development.