

**TRUEBRIGHT SCIENCE ACADEMY  
CHARTER SCHOOL**

**Student Code of Conduct**

October 16, 2012

**TRUEBRIGHT SCIENCE ACADEMY-CHARTER SCHOOL**  
**Student Code of Conduct**

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**Introduction Letter**

**Dear Parents and Students,**

Truebright Science Academy administration and faculty are dedicated to establish a **positive school climate** that carries safe and comfortable educational environment. This is must to provide appropriate education to our valued students. In order to build such kind of environment, we revised our student code conduct to clear out our expectations, rules and regulations. You will also realize that various positive enforcements (appendix B) have been added to the code of conduct.

Please take a couple minutes to read the student code of conduct which is only five pages without appendixes. Here how it is designed:

- A. Non-negotiable Rules**
  - 1. Dress Code**
  - 2. Electronic Device**
  - 3. Locker**
  - 4. Food and Drink**
  - 5. Reinstatement Meetings**
- B. Minor Infractions**
- C. Major Infractions**
  - a. Code Blue Infractions**
  - b. Code Orange Infractions**
  - c. Code Red Infractions**

**Dear Parents,**

Please make sure you sign the last page and have your child return it to the homeroom (**2<sup>nd</sup> Period**) teacher tomorrow.

Sincerely,

TASCS Administration

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**A. NON NEGOTIABLE**

**1. Dress Code Policy and Procedure**

Students are expected to arrive to school in proper uniform. Students who are not in dress code will not be allowed to enter the building. Students are to **wear khaki slacks with a belt, their designated school shirt color, and brown or black shoes during regular days.** All shirts need to be tucked in. If you do not wear your uniform appropriately, it will be considered a Dress Code Violation. Hats, Hoodies and Scarves are not to be worn in the building and will be considered a dress code violation. Any outerwear not issued as part of the uniform cannot be worn in the building.

Students who arrive to school out of Dress Code will be immediately sent home and required to return in Dress Code **(see the appendix C for details)**

**2. Electronic Device Policy**

Students must keep their phones and electronic devices powered off and in their lockers for the day.

**1<sup>st</sup> offense** - The device is confiscated and kept for the day. (Parent/guardian will be notified)

**2<sup>nd</sup> offense**- The device is confiscated and kept for a week. (Meeting with parents)

**3<sup>rd</sup> offense** -The device is confiscated and kept for a month. (Meeting with parents)

**4<sup>th</sup> offense** -The device is confiscated and kept for the rest of the school year.

**3. Locker Use**

The student will be responsible for all items in the locker and any items lost or stolen. Students are not to share lockers under any circumstances. Students will be responsible for maintaining a clean and sanitary locker.

The lockers are the property of Truebright Science Academy Charter School, therefore we have a right to search a student's locker at any time it is necessary and there is reasonable suspicion

**4. Food and Drink**

At no time will eating/drinking will be allowed in any area of the building except for the cafeteria

**5. Reinstatement Meetings**

Reinstatement consists of a meeting with the student, parent/guardian, Assistant to Head of High/Middle School, and Head of High/Middle School to discuss the violation committed by that student. **This scheduled meeting MUST occur prior to a student being allowed to return to school.**

During the meeting an **academic and behavioral contract or other requirements** will be discussed to support the needs of the student. All confiscated items may be returned to the family at this time. The student will be expected to adhere to the expectations of any plan that is agreed upon. Failure to do so may result in an expulsion hearing.

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**B. MINOR INFRACTIONS – Discipline Points**

**DISCIPLINE POINT SYSTEM (DPS)**

- Discipline point system is applied for unacceptable minor infractions only.
- Every unacceptable infraction has a numerical point value. (See list below)
- Every school staff issue discipline points for unacceptable infractions
- The discipline points are recorded in student files and the school database.
- Accumulation of discipline points constitutes consequences. (See the chart below)
- The earned reward points cancel the discipline points. (See **appendix B** for the reward point system)
- Administrators enforce the consequences depending on a student's total discipline points

Accumulated Point	Consequence	Action
10 points	Admin Detention	Student Conf (Code of Conduct Review)
20 points	One day APS	Parent Conf -1 (Code of Conduct Review)
30 points	Saturday Detention (180 min)	Parent Conf -2 (Counseling Session + Social Probation)
40 points	Out-of-School Suspension 1 day	Parent Conf-3 (Warning Letter-I)
60 points	Out-of-School Suspension 3 Days	Parent Conf -4 (Warning Letter-II)
80 points	Out-of-School Suspension 5 Days	Parent Conf -5 (Warning Letter-III)
100 points	Expulsion process begins	

**\*\* As the year progresses teachers and administrators will closely examine the actions of the students who consistently receive discipline points (regardless of the total reward points a student might have). They have the right to decide on rolling over the discipline points only to the next academic year.**

#	DESCRIPTION POINT VALUE DESCRIPTION	POINT VALUE
1	Un-tucked shirt	1
2	Failure to carry hall pass	1
3	Lack of materials	1
4	Not working on assigned TSACS	1
5	Littering/Leaving paper/trash	2
6	Using profanity	2
7	Excessive talking	2
8	Horse-playing	2
9	Passing notes during class	2
10	Causing disruption	2
11	Failure to follow instruction	2
12	Playing around	2
13	Vulgarity/rudeness	2
14	Food or drink in the class	2
15	Inappropriate behavior to another student	2
16	Sleeping in class	2
17	Running in the hallway	2
18	Improper sitting	2
19	Unexcused tardy	2
20	Antagonistic behavior	2
21	Back-pack in the classroom	2
<b>22</b>	<b>Cut teacher detention</b>	<b>2</b>
23	Humming/singing/making noises	3
24	Failure to follow instruction during emergency drill	4
<b>25</b>	<b>Cutting class</b>	<b>4</b>

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**C. MAJOR INFRACTIONS – Referrals**

**Code Blue**

1. Conspiracy to bring a danger to others or cause damage to property
2. Caught in restricted or unauthorized area
3. On-going disrespectful conduct
4. Public display of affection
5. Profanity towards students
6. Use of another person's password or online accounts
7. Leaving the class without permission
8. Verbal confrontation with peers
9. Excessive disruptions during class (more than three five level warning)
10. Failure to follow school-wide rules
11. Refusing to follow teacher's directions
12. Demonstrating disrespectful attitudes toward teachers

**Code Blue Consequences:**

1. Administrative Detention
2. 2 Consecutive Administrative Detentions
3. Saturday Detention from 1 to 5 days
4. APS placement from 1 to 10 days
5. 1-3 day out of school suspension

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**Code Orange**

1. Any sort of sexual contact
2. Conduct that ignores the health, safety or welfare others
3. Damage to, or defacement of, school or private property\*
4. Demonstrating disrespectful attitudes toward administration
5. Entering school under the influence of drugs or alcohol
6. False activation of the fire alarm
7. Fighting (on or off school grounds )
8. Harassment with efforts to intimidate, bully or ridicule
9. Harassment with efforts to intimidate, bully or ridicule on cyberspace (email, Facebook, MySpace, Twitter, etc.)
10. Harassment with offensive expressions
11. Harassment with unwelcome sexual advances
12. Harm or destruction of any sort of data
13. Infiltrating the TSACS database
14. Leaving school grounds without permission
15. Offensive, sexually-oriented or threatening messages, pictures or symbols
16. Physical attack on student
17. Profanity towards staff in any format verbal, written, online and etc.
18. Refusing or ignoring to follow administrator's direction
19. Resistance toward public safety officers that ends up with custody
20. Resistance toward school the administrators or school securities
21. Unauthorized possession of a prescription or over the counter medication
22. Verbally or physically challenging administrative authority

**Code Orange Consequences:**

1. Multiple days of APS
2. 1-3 days of out of school suspension + Multiple days of APS
3. 4-9 days of out of school suspension + Multiple days of APS
4. Long Term OSS (pending hearing) + Multiple days of APS
5. Expulsion

**Exceptions (IMPORTANT):**

- a. Repetitive infractions end up with long term suspension or expulsion
- b. Depending on severity of the listed infraction and/or students' disciplinary history, administrators issue any of the listed consequences starting from APS to expulsion referral.
- c. The 25th District of the Philadelphia Police Department may be notified in certain instances.

\* Parent will be accountable for any cost of the damage.

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**Code Red**

1. Any assault to any member of our community
2. Any threats to school personnel
3. Arson
4. Damage to school property which disrupts or impairs school business
5. Indecent assault
6. Indecent exposure
7. Involvement in, or threatened use of, a bomb or other explosive devices
8. Other assaults with a weapon, or where serious injury may result
9. Possession of a stabbing/cutting instrument
10. Possession of a weapon (firearm, starter pistol, bb gun)
11. Possession of harmful biological or toxic substances
12. Possession of instrument that could bludgeon, cause concussion, or injury
13. Possession of other deadly weapon
14. Possession of tobacco, alcohol, prescription medications (for someone other than the student) illegal drugs, or related paraphernalia
15. Possession of, or involvement in the planning, making, or use of, an explosive, incendiary or chemical device
16. Rape
17. Retaliation against employee, witness or hearing officer
18. Robbery/Extortion
19. Sale of controlled substances or possession with intent to deliver or distribute
20. Threats related to any other weapon, including biological or toxic substances
21. Threats to kill or seriously injure any member of our school community

**Code Red Consequences:**

**Expulsion Process and Formal Hearings:** In all cases involving possible expulsion, suspension will initially occur utilizing the process listed.

- A letter will be sent through regular mail to the parent outlining the reason for the suspension and pending expulsion.
- Students will be provided alternative education starting at the 11<sup>th</sup> day of out of school suspension. Students must show up at the school on the 11<sup>th</sup> day of long term suspension.

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**Appendix A – TASCs Expectation from Students**

**Students are expected to:**

1. Report to classes on time
2. Follow teachers' instruction
3. Stay away from all sort of:
  - a. Classroom disruption
  - b. Disrespectful attitudes
  - c. Disobedient manners
4. Complete the assigned work on time
5. Follow administrative order under any circumstances



## **Appendix-B: Alternative Placement Study (APS)**

### **What is APS?**

APS is like a directed study in an alternative setting to provide students an opportunity to complete the required work with teacher's individual help. The APS room serves five days a week under the supervision of a school security and Assistants to Head of H.S and M.S.

### **What is its purpose?**

The purpose of the APS is to provide students, who are having hard time to comply with the regular education program requirements, to receive the required education in an alternative setting.

### **What are the APS procedures?**

1. Administrators are the only authority to place the students in APS.
2. Students who fail to meet the regular school or classroom requirements are placed in this program for short or long term depending on the incidents.
3. The assignments of the day are provided to the student
4. The student completes each assignment by following the direction.
5. Each teacher stops by the APS room throughout the day to provide instruction and answer student's questions.
6. Students must comply with the APS Code of Conduct while in the APS room.
7. If a student fails to meet the APS Code of Conduct, he or she is sent home.
8. Students must complete the assigned APS days to return the regular classes (any sort of absences are not considered as APS day)
9. Lunch is brought to the APS room during 5<sup>th</sup> period lunch.
10. The supervisor security collects all the completed assignments at the end of the day.

### **What is the APS Code of Conduct?**

1. Students report to the room at 8:00 AM in the morning and sign in at the front desk.
2. Students sit in the assigned seat only.
3. Students copy and sign the APS contract to return to the supervisor security.
4. Students complete the assigned work individually.
5. Students take notes or write questions to ask for help from the teachers when they arrive
6. Students have to sign in and out when they leave the room for bathroom
7. Student must follow instructions given by supervisor security, teacher or administrator.
8. Students are **NOT** allowed to:
  - a. Talk each other
  - b. Work together
  - c. Make any sort of noise/disruption
  - d. Leave the room without permission
  - e. Use the bathroom no more than 2 times
9. Student must return all completed work to the supervisor security before leaving the school.
10. Students, who fail to meet the APS expectation, will be sent home after a parent call.

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**Appendix C – Reward Point System**

**REWARD POINT SYSTEM**

The students who demonstrate proper behavior and academically perform well are rewarded by the school staff. Reward Points are divided into daily, weekly, monthly and quarterly award systems. Reward Points will be given to students based on school staff evaluation. During weekly administration meetings, administrators will review the reward points given to ensure students are not taking advantage of the system.

#	Point Value	Award	Time Period
1	-10	Contact Home to Thank Parents and Students	Quarterly
2	-20	Recognition Certificate	Quarterly
3	-30	Gift of First Lunch Pass	Quarterly
4	-40	Gift of One Dress Down Certificate	Quarterly
5	-50	Pizza Party	Quarterly
6	-60	Two Dress Down Certificates	Quarterly
7	-70	Saturday Breakfast	Quarterly
8	-80	Field Trip	Yearly
9	-90	Raffle for an iPod© (Given the following school year)	Yearly
10	-100	Acknowledgement in the End of the Year Ceremony and a place in the running for Student of the Year and their place in the TSACS Hall of Fame	Yearly

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**Daily Rewards**

#	Reward	Daily Award Description	Value	Authorizer
1	Good Deed	If one student helps another and is recognized by school staff for their act of selfless humanity. The following are examples of humanity: assisting a student with crutches; helping a new student become familiar with school; and peer tutoring.	-1	Teacher
2	Test Excellence	Scoring a 100 on a test or exam. (ONLY tests, midterm exams , and final exams)	-1	Teacher
3	Club Attendance	Attending both club meetings and actively participating in an appropriate way. Determination will be based on proper conduct in a club meeting.	-1	Teacher
4	Teacher Assistance	Actively seeking a teacher to help with classroom activities, cleaning, or organization. Students must spend one week assisting teacher to receive a reward point.	-1	Teacher
5	Citizenship	Notifying the admin of serious problems at the school. Examples: Graffiti, Bullying, Broken Equipment, or Safety Concerns. False claims constitute consequences.	-2	Administration
6	Athletic Excellence	Showing extreme sportsmanship in an athletic activity in or off school grounds. This award will be given based off recommendations from coaches, physical education teachers, and student athletes.	-2	Administration
7	Administrative Recognition	During the school day, if an administrator sees a student behaving exceptionally they may receive reward points.	-2	Administration

**Weekly Rewards**

#	Reward	Weekly Award Description	Value	Authorizer
1	Classroom Excellence	This award will go to students based on a weeklong record of actively participating, completing all assignments, and assisting the teacher in his or her classroom activities effectively. Limit one per class	-2	Teacher
2	Best Homework Ticket	A Best Homework Ticket assignment will be given by the teacher and for the student with the highest grade or best work will receive this award. Limit one per class	-3	Teacher
3	Leadership	Determination will be based on being a role model for others, promoting positive school culture, ensuring the safety of others and putting other's needs above your own. School staff must recognize the student while he or she is leading other students in a school activity. Limit one per class	-2	Teachers
4	ZERO Discipline Point/Week	For good behavior in a week. Students will receive 2 reward points for not receiving any discipline points.	-2	Administration

**During weekly administration meetings, administrators will review the reward points given to ensure students are not taking advantage of the system.**

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**Monthly Rewards**

#	Reward	Monthly Award Description	Value	Authorizer
1	Behavior Improvement	This award will be given to the students based on the admin review of discipline records. Student MUST reduce discipline points by at least TEN points to receive the award.	-2	Admin
2	Professional Award	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently show professional behavior, profession attire dressed well, and punctuality attending school and class on time.	-3	Grade Level
3	Respect Award	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently show respect to his or her peers, school staff, and school community. The student must also promote the same respect they show on a daily basis.	-3	Grade Level
4	Academic Award	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently show great academic progress, maintain high-levels of academic progress, and assist other students that may need help with their subjects.	-3	Grade Level
5	Leadership Award	This award will be given to one student during the Grade Meeting. In order to receive this award, the student must consistently take initiative in school activities, being active in class discussion or group work, and leading peers toward a positive school culture.	-3	Grade Level

**Quarterly Rewards**

#	Reward	Quarterly Award Description	Value	Authorizer
1	Honor Roll	Receiving an A or a B in all classes.	-4	Administration
2	High Honor Roll	Receiving an A in all classes.	-8	Administration

**Compliance Rewards**

#	Reward	Compliance Award Description	Value	Authorizer
1	APS Compliance	While assigned to APS, students must: remain silent, follow all directions given by the APS Supervisor, complete all TSACS assigned, and remain in APS for the duration of their punishment.	-2	Admin
2	Saturday Detention Compliance	While assigned to Afterschool Detention, students must arrive on time, remain silent, and follow all direction given by the Detention Supervisor.	-4	Admin

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**Appendix D – TASCs Uniform Policy**

Dress Code Policy and Procedure

*“Here at Truebright Academy, we represent achievement and success; therefore we come to school professionally dressed in our uniform.”*

Students are expected to arrive to school in proper uniform. Students who are not in dress code will not be allowed to enter the building.

**For regular school days, students are to wear**

- **Khaki slacks with a belt,**
- **Designated school shirt color (Burgundy – MS and Navy Blue –HS)**
- **Brown or black shoes**

All shirts need to be tucked in. If you do not wear your uniform appropriately, it will be considered a Dress Code Violation. Hats, Hoodies and Scarves are not to be worn in the building and will be considered a dress code violation. Any outerwear not issued as part of the uniform cannot be worn in the building.

**For GYM days, students are to wear the**

- **White TSACS logo T-shirt**
- **Solid blue or grey colors sweatpants**
- **Sneakers**

Students who arrive to school out of Dress Code will be immediately sent home and required to return in Dress Code. The student will receive a Notice of Dismissal and will be dismissed once a parent is contacted. Repeated Dress Code Violations will result in a parent conference. Students will only be able to “dress down” when that privilege is earned. Dress Down days will be announced to staff, students, and parents/guardians in advance and will not be a regular occurrence.

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**Appendix E - Internet Use and Privileges**

The list below is by no means exhaustive, but attempts to provide a framework for sites which fall into the category of unacceptable:

1. Adult/Sexually Explicit/Pornography
2. Criminal Skills
3. Drugs, Alcohol and Tobacco
4. Gambling
5. Intimate Apparel
6. Hacking
7. Hate (Crimes)
8. Personals and Dating
9. Violence/Offensive Language or Action
10. Remote Proxies
11. Weapons
12. Social Networking Websites (i.e. FaceBook, Twitter)

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**Parent Signature Page**

I, parent/guardian of \_\_\_\_\_, received the Truebright Science Academy Charter School's (TSACS) Student Code of Conduct. I have read and understood it. I am also aware that the TSACS administration is open to discuss parental concerns about students' disciplinary infractions and consequences as long as both parties agree on a scheduled date.

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Student Name	Signature	Date
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Parent Name	Signature	Date
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**NOTE:** Please also be aware that the administration has right NOT to meet with the parents who use inappropriate language or disrespectful manners toward administration or teachers.