

STUDENT CODE OF CONDUCT

DEVELOPMENT OF THE STUDENT HANDBOOK AND CODE OF CONDUCT

Each year Westlake Academy's *Student Handbook* and *Code of Conduct* is revised to better serve our parents and students, and is adopted by the Town of Westlake Board of Trustees. This handbook provides information to parents and students regarding school-related issues, standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, this handbook will be posted on Westlake Academy's website and will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended or expelled from Westlake Academy. Because the *Student Handbook* and *Code of Conduct* is adopted by Westlake Academy's Board of Trustees, it has the force of policy. If at any time there is a conflict between the *Student Handbook* and *Code of Conduct* and state or federal law, state and federal law shall control. If at any time there is a conflict between the *Student Handbook* and *Code of Conduct* and Town of Westlake Board policy, the most recently adopted item will control.

DISCIPLINE MANAGEMENT PLAN

Westlake Academy's "discipline management plan" known as the *Student Handbook* and *Code of Conduct* contains information, policies, and regulations on the rights and responsibilities of students and outlines student disciplinary expectations and consequences. The *Student Handbook* and *Code of Conduct* shall be posted on Westlake Academy's website for all students, parents, teachers, and administrators to review. Students and parents need to be familiar with the standards set out in the handbook, as well as campus and classroom rules. Annually, each student and parent shall sign a statement that they have received and read the *Student Handbook* and *Code of Conduct* and acknowledge the responsibilities outlined therein. Each parent and student should also be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures.

DISCIPLINE MANAGEMENT TECHNIQUES

In general, discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices, but will not include the aversive techniques prohibited by law. Discipline management techniques used when students violate the *Student Handbook* and *Code of Conduct* shall include, but not be limited to, the following:

- Verbal correction;
- Cooling-off time or "time-out" that does not constitute an aversive technique;
- Seating changes within the classroom;
- Rewards or demerits;
- Counseling by teachers, counselors, or administrative personnel;
- Restitution of damages;
- Temporary removal from class;
- Parent-teacher conferences;
- Temporary confiscation of items;
- Behavioral contracts;
- Detention, including lunch and before and after school;
- Saturday school;
- Special assignments or duties;
- Loss of privileges;
- Exclusion from extra-curricular activities, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school sponsored clubs and organizations;
- Penalties identified in individual student organizations' extracurricular standards of behavior;
- Grade penalties as permitted by Board policy;

- Required Parent Meeting (RPM);
- Transfer to a different classroom;
- In-school suspension;
- Out-of-school suspension;
- Expulsion
- Referral to law enforcement for criminal prosecution, in addition to school disciplinary consequences.
- Restorative justice.
- Peer mentoring.
- Training in conflict management.
- Other strategies and consequences as determined by school officials.

An aversive technique is a technique or intervention that is intended to reduce the likelihood of a behavior reoccurring by intentionally inflicting on a student significant physical or emotional discomfort or pain. The term includes a technique or intervention that:

1. Is designed to or likely to cause physical pain, other than corporal punishment;
2. Is designed to or likely to cause physical pain through the use of electric shock or any procedure that involves the use of pressure points or joint locks;
3. Involves the directed release of a noxious, toxic, or otherwise unpleasant spray, mist, or substance near the student's face;
4. Denies adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility;
5. Ridicules or demeans the student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse;
6. Employs a device, material, or object that simultaneously immobilizes all four extremities, including any procedure that results in such immobilization known as prone or supine floor restraint;
7. Impairs the student's breathing, including any procedure that involves applying pressure to the student's torso or neck, or obstructing the student's airway, including placing an object in, on, or over the student's mouth or nose or placing a bag, cover, or mask over the student's face;
8. Restricts the student's circulation;
9. Secures the student to a stationary object while the student is in a sitting or standing position;
10. Inhibits, reduces, or hinders the student's ability to communicate;
11. Involves the use of a chemical restraint;
12. Constitutes a use of timeout that precludes the student from being able to be involved in and progress appropriately in the required curriculum and, if applicable, toward the annual goals included in the student's individualized education program, including isolating the student by the use of physical barriers; or
13. Deprives the student of the use of one or more of the student's senses, except this technique may be used if the technique is executed in a manner that does not cause the student pain or discomfort or complies with the student's individualized education program or behavior intervention plan.

A Westlake Academy employee or volunteer, or an independent contractor of a school Westlake Academy may not apply an aversive technique, or by authorization, order, or consent, cause an aversive technique to be applied, to a student. The prohibition of the use of aversive techniques does not prohibit a teacher from sending a student to the Assistant Principal's office in order to maintain effective discipline in the classroom. TEC 37.0023

Westlake Academy's discipline management plan utilizes all discipline management techniques allowed under Texas law, other than corporal punishment. A student with an Individualized Education Program (IEP) or accommodation plan will have his/her specialized need addressed in the area of discipline. Appropriate behavior management techniques may be included within the IEP or accommodation plan. In most instances, the behavior management techniques supplement the *Student Handbook* and *Code of Conduct*.

DISCIPLINE AUTHORITY

The Assistant Principal is the campus administrator designated by the Programme Principal who will be responsible for overseeing disciplinary concerns on the campus. In conformance with Westlake Academy policy, Programme Principals and Assistant Principals shall be responsible for establishing school rules and regulations that will ensure a safe educational program free from disruption for all students and for enforcing consistently and fairly all discipline policies and school rules and regulations regarding discipline.

DISCIPLINE MANAGEMENT TRAINING

Each principal shall be responsible for providing discipline management professional development training for campus staff, including the Assistant Principal. The training must include a review of Westlake Academy's *Student Handbook* and *Code of Conduct*, as well as a review of any campus based discipline strategies or techniques.

DISCIPLINE RECORDS

Campus administrators will maintain discipline records on each student that are separate from the student's permanent record file. Discipline records remain active for the current school year. At the end of the school year, these records are stored for the period of time specified in Westlake Academy's records retention schedule before being destroyed. Students start each year with a clean discipline record, except for those assigned disciplinary consequences extending beyond the end of the previous school year. However, a student's disciplinary history remains available to campus administrators to review and consider, in certain circumstances, such as assessing disciplinary consequences for a new violation of the *Student Handbook* and *Code of Conduct*.

GUIDELINES FOR ASSESSING DISCIPLINARY CONSEQUENCES

Students who violate Westlake Academy's *Student Handbook* and *Code of Conduct* shall be subject to disciplinary action. Westlake Academy's disciplinary options include using one or more discipline management techniques. When imposing discipline, Westlake Academy personnel shall adhere to the following general guidelines:

1. No student shall be subjected to corporal punishment of any kind. Corporal punishment is not permitted by Westlake Academy Board policy.
2. Discipline shall be administered, when necessary, to protect students, school employees, or property and to maintain essential order and discipline.
3. Students shall be treated fairly and equitably. Teachers and administrators have a variety of discipline consequences available. Consequences shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include the following:
 - a. Seriousness of the offense;
 - b. Student's age and grade level;
 - c. Frequency of misconduct;
 - d. Student's attitude;
 - e. Intent or lack of intent at the time the student engaged in the conduct;
 - f. Self-Defense. Depending on all of the relevant circumstances, a student who acts in self-defense may still be subject to an appropriate discipline consequence;
 - g. Potential effect of the misconduct on the school environment;
 - h. Degree of severity and risk of danger;
 - i. Student's disciplinary history;
 - j. Disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, to the extent required by state and federal law;
 - k. Student's status in the conservatorship of the Department of Family and Protective Services;
 - l. Student's status as a student who is homeless; and
 - m. Legal requirements, including any applicable requirements of Chapter 37 of the Texas Education Code and Westlake Academy's *Student Handbook* and *Code of Conduct*. Board Policy XXXX.

Consideration will be given to items e, f, i, j, k, and l above in each decision concerning suspension or expulsion.

LEVEL SYSTEM

Disciplinary offenses in the *Student Handbook* and *Code of Conduct* are categorized into five levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline, unless Board policy, state law, or the student code of conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student shall apply the Guidelines for Assessing Disciplinary Consequences set forth above. In a given situation, the teacher or administrator may use discretion in determining the action(s) most appropriate to the setting and the infraction, except with regard to mandatory placements specified in state law (Level IV and V offenses). Campus administrators have the authority to discipline students for violations of the *Student Handbook* and *Code of Conduct* that occur on campus, on a school bus, or at school related or school sponsored activities, as well as certain off campus offenses, as specified by law.

LEVELS I, II, III, IV, AND V

The discipline charts provided herein list examples of offenses and disciplinary options applicable at each campus level (primary years GK-G5), ~~middle school (G6-G8), and high school~~ and (secondary G6-G12)) for Levels I, II, and III. Level IV and Level V offenses are assessed expulsion to the student's home school district.

PARENT---TEACHER CONFERENCES

One or more conferences may be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades, is not achieving the expected level of performance, presents some other problem to the teacher, or in any other case the teacher considers necessary. In addition, conferences between the parents and the teachers are held to discuss progress, set goals, and provide a collaborative team for planning the child's education.

RESPONSIBILITIES/STANDARDS

Teachers and parents/guardians must fulfill certain responsibilities, if a positive learning environment is to be achieved. Both experience and research show that a child's education succeeds best when there is a strong partnership between home and school – a partnership that thrives on communication. A cooperative relationship among students, parents, and educators is encouraged.

RESPONSIBILITIES OF SCHOOL BOARD MEMBERS

- Enact and enforce policies that facilitate the establishment and maintenance of a positive and safe learning environment;
- Approve and support Westlake Academy's *Student Handbook* and *Code of Conduct*; and
- Fulfill designated roles in due process and hearing procedures as applicable.

RESPONSIBILITIES OF HEAD OF SCHOOL

- Develop, with input from Westlake Academy planning and decision-making committee, a draft of a *Student Handbook* and *Code of Conduct* for the Board's review and approval;
- Assure Westlake Academy's compliance with state and federal laws;
- Publish on Westlake Academy's website the Board-approved *Student Handbook* and *Code of Conduct* to individual campuses;
- Provide training for campus administrators on the Board approved *Student Handbook* and *Code of Conduct*;
- Fulfill designated roles in due process and hearing procedures, as applicable;
- Report certain disciplinary infractions to the Texas Education Agency (TEA) as required by the *Texas Education Code (TEC)*; and
- Provide each employee with a copy of Westlake Academy discipline policy – via Westlake Academy website.

RESPONSIBILITIES OF CAMPUS ADMINISTRATORS

- Assume responsibility for the distribution of the Board approved *Student Handbook* and *Code of Conduct*;
- Provide campus-based in-service to students and staff on the Board-approved *Student Handbook* and *Code of Conduct*;

- Ensure fair and impartial treatment of students in assigning consequences for disciplinary infractions;
- Maintain an atmosphere conducive to good behavior;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Monitor the delivery of differentiated instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Facilitate the resolution of school-related conflicts in a timely manner;
- Encourage parent/guardian participation in school affairs and actively promote open communications between parents/guardians and school personnel;
- Ensure compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Notify the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed;
- Provide required notices regarding discipline action to parents/guardians where the Assistant Principal is unavailable or unable to provide the required notices.

RESPONSIBILITIES OF ASSISTANT PRINCIPAL

- Primarily responsible for maintaining student discipline;
- Promptly notifies parent/guardian by phone, in person or in writing on the day a student is placed in in-school suspension, out-of-school suspension, recommended for expulsion or is taken into custody by a law enforcement officer;
- Enters behavioral notices in ManageBac with appropriate details of the incident and actions taken.
- Responds to removals of students from the classroom with appropriate discipline management techniques;
- Ensures compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Notifies the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed.

RESPONSIBILITIES OF TEACHERS

- Maintain an atmosphere conducive to good behavior;
- Develop, maintain, and communicate classroom guidelines and clear expectations for students;
- Maintain regular attendance and punctuality and are prepared to perform their duties with appropriate materials;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Differentiate instruction to meet the needs of individual students in accordance with IEPs or 504 plans;
- Notify parents of student progress and of significant changes in achievement or behavior;
- Notify the principal or appropriate administrator in writing of violations of the *Student Handbook* and *Code of Conduct*;
- Report a crime they have witnessed at school to any peace officer with the authority to investigate the crime;
- Adhere to Westlake Academy and campus policies and procedures;
- Establish and maintain open communications with parents;
- Refer a student to a campus administrator for misconduct.

RESPONSIBILITIES OF STUDENTS

- Read and adhere to the *Student Handbook* and *Code of Conduct* as well as campus and classroom rules;
- Exhibit an attitude of respect toward individuals and property, even when others do not;
- Behave in a responsible manner, always exercising self-management;
- Attend all classes, regularly and on time;
- Prepare for each class; take appropriate materials and assignments to class;
- Adhere to Westlake Academy and campus standards of grooming and dress;

- Obey all campus and classroom rules;
- Respect the rights and privileges of students, teachers, and other Westlake Academy staff and volunteers;
- Respect the property of others, including Westlake Academy property and facilities;
- Cooperate with and assist the school staff in maintaining safety, order, and discipline;
- Comply with all provisions of the *Student Handbook* and *Code of Conduct*;
- Express opinions and ideas in a respectful and courteous manner;
- Refrain from making profane, insulting, threatening, or inflammatory remarks;
- Pursue mastery of the Texas Essential Knowledge and Skills of the curriculum as prescribed in Westlake Academy and the state;
- Establish an effective working relationship with parents, peers, and school personnel;
- Cooperate with all lawful and reasonable directives issued by school personnel;
- Follow the rules and regulations established by the teacher and Westlake Academy as stated in the *Student Handbook* and *Code of Conduct*;
- Seek changes in school policies and regulations through approved channels in an orderly and responsible manner;
- Cooperate with school/Westlake Academy staff in investigations and all school-related matters;
- Give parent/guardian a copy of all notices, including discipline notices, promptly;
- Return papers requiring a parent signature promptly; and
- Pay required fees and fines in a timely manner, unless they are waived.

RESPONSIBILITIES OF PARENTS/GUARDIANS

- Review the *Student Handbook* and *Code of Conduct* and discuss the contents with their child;
- Submit the signed "Verification of Receipt" card in a timely manner;
- Encourage their child to put a high priority on education and work with their child on a daily basis to make the most of the educational opportunities the school provides;
- Ensure that their child completes all homework assignments and special projects;
- Become familiar with all of their child's school activities and with the academic programs, including special programs, offered in Westlake Academy. If their child is entering the ninth grade, review the requirements of the graduation programs with their child;
- Monitor their child's academic progress and provide an appropriate area in the home for their child to use for study;
- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare;
- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
- Ensure their child's attendance at required tutorials;
- Assist their child in selecting appropriate attire for school and school-related activities;
- Communicate, in a courteous and respectful manner, with campus personnel regarding concerns about their child's educational progress or conduct;
- Send their child to school each day on time (except in the case of illness or extenuating circumstances) prepared, rested, and ready to learn;
- Ensure their child's immunizations are up---to---date according to state requirements and provide the school with documentation in a timely manner;
- Maintain up---to---date home, work, and emergency telephone numbers at the school;
- Be responsible for negligent, willful, or malicious conduct of their child;
- Be knowledgeable of state, Westlake Academy, and school policies, regulations, and requirements;
- Supply all records required for enrollment;
- Exercise their right to request information regarding the professional qualifications of their child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and

undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their child;

- Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and examining tests that have been administered to their child;
- Inspect surveys created by a third party before the survey is administered or distributed to their child (*See “‘Opting Out’ of Activities”*);
- Grant or deny any written request from Westlake Academy to make a videotape or voice recording of their child; (*See “Videotaping and Recordings”*);
- Request that their child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow their child to be excused from participation in the required moment of silence or silent activity that follows *Board Policy XXXX*.
- Request that their child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3---12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) the parent/guardian provides a written statement requesting that their child be excused, (2) Westlake Academy determines that their child has a conscientious objection to the recitation, or (3) the parents/guardians are a representative of a foreign government to whom the United States government extends diplomatic immunity. *Board Policy XXXX*.
- Become a school volunteer. *Board Policy XXXX*.
- Participate in campus parent organizations. *Board Policy XXXX*.
- Attending Board meetings to learn more about Westlake Academy operations. *Board Policies XXXX*

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

Disciplinary actions regarding students with disabilities shall be in accordance with all applicable state and federal statutes, rules, and regulations. In accordance with the Texas Education Code, a student who is receiving special education services may not be disciplined for conduct meeting the definition of bullying, harassment, or making a hit list until an ARD committee meeting has been held to review the conduct. In addition to the general guidelines considered when determining whether to impose a disciplinary change of placement such as suspension, administrators will consider whether the student’s misbehavior was directly caused by the disability.

DISCIPLINARY CHART - PRIMARY YEARS PROGRAMME

Westlake Academy discipline guidelines are predominantly based on the IB Learner Profile traits. The Learner Profile helps us develop responsible, respectful, life-long learners who can possess the necessary skills to be successful in life choices. The Learner Profiles are used for guidance and restorative purposes. That is, all students are guided through practice that prevent misbehaviors, as well as support good decisions and choices.

The IB Learner Profiles help create a supportive and positive culture. As such, we expect all members of the Westlake Academy to value, demonstrate, and appreciate the IB Learner Profiles attributes.

The PYP Learner Expectations and Behaviors illustrate being caring, knowledgeable, and principled in our behaviors. Our emphasis is on the power of student self-reflection in identifying the attributes they struggle with and need support in developing.

Area on Campus	Be Principled by.....	Be Caring by.....	Be Knowledgeable by.....
Arrival/Entering Classroom	<ul style="list-style-type: none"> Waiting quietly without pushing at the front landing area. Entering the buildings after 7:30 am without running. 	<ul style="list-style-type: none"> Entering the classroom quietly. Following classroom agreements and help others. Continuing with morning work and activities until 7:55am. 	<ul style="list-style-type: none"> Arriving at school before 7:55 am Being prepared for class and eager to learn. Placing work from home in trays and buckets for teacher.
Hallways	<ul style="list-style-type: none"> Walking quietly and in an orderly manner. Keeping hands, feet, and other objects to yourself. Not walking by if you see trash or someone not being kind to others 	<ul style="list-style-type: none"> Using inside voices Staying quiet so that others can learn. Getting permissions before leaving classroom. 	<ul style="list-style-type: none"> Walking quickly is okay, but do not run. Follow rules without adult reminders.
Classrooms	<ul style="list-style-type: none"> Using classroom essential agreements Keeping hands, feet, and other objects to yourself. Walking at all times. Accepting the consequences of your behavior and actions. 	<ul style="list-style-type: none"> Always showing respect for your own possessions, the possessions of others, and school property. Sharing materials, classroom resources, and equipment. Showing understanding and open-mindedness. Having respect for teachers and substitutes. 	<ul style="list-style-type: none"> Taking turns. Completing activities or work to your best ability and on time. Being self-motivated. Being a self-directed problem solver. Being respectful. Being honest if you have not done the right thing.
Restrooms	<ul style="list-style-type: none"> Placing hand tissue in the trash can. Walking at all times. Washing hands before leaving. 	<ul style="list-style-type: none"> Giving others privacy and not playing in bathrooms. Using inside voices. Take turns at the sink. 	<ul style="list-style-type: none"> Getting permission to leave class. Return to class promptly. Help keep restrooms clean.
Dining Hall	<ul style="list-style-type: none"> Walking at all times. Using a quiet voice. Following your teacher directions. Cleaning up after yourself. 	<ul style="list-style-type: none"> Using good table manners. Not putting your hand on others' food/trays. Including others at your table and conversations across and beside you. 	<ul style="list-style-type: none"> Getting all utensils, milk, etc., when you first go through the line. Not sharing food.
Outdoors/Break Times	<ul style="list-style-type: none"> Keeping your hands, feet, and other objects to yourself. Sharing equipment. 	<ul style="list-style-type: none"> Being respectful of each other. Being mindful of others' personal space. Not hitting, pulling or kicking others 	<ul style="list-style-type: none"> Placing all litter/trash in garbage cans. Placing recycling items in the recycling bin. Placing all equipment in the appropriate ball cart or bins.
Dismissal	<ul style="list-style-type: none"> Listening for you CurbSmart number and walk quietly and quickly to pick-up area. Looking for your vehicle and pay attention to your name. 	<ul style="list-style-type: none"> Waiting for teacher to dismiss you from your classroom. Walking straight to dismissal/pick up area. Listen for your name if you do not see your car 	<ul style="list-style-type: none"> Getting all materials before leaving the classroom. Watching for your car.
School Sponsored	<ul style="list-style-type: none"> Following directions (seated) 	<ul style="list-style-type: none"> Supporting your peers with 	<ul style="list-style-type: none"> Following all school rules (Student

Events, Trips, and Travel	<ul style="list-style-type: none"> on bus, listen to teachers). Being respectful with all people you meet or encounter. 	<ul style="list-style-type: none"> appropriate language and interactions. Representing Westlake Academy using the Learner Profile Attributes. 	Code of Conduct)..
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Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. More than one disciplinary option may be assigned.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the Assistant Principal.
3. The teacher may want to discuss the misbehavior with the parent/guardian, administrator, Assistant Principal, and/or support personnel.
4. In the case of informal classroom removal (office referral), the teacher will refer the student to the Assistant Principal who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the Assistant Principal will employ alternative discipline management techniques, including progressive discipline interventions.
5. Level I offenses and disciplinary options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level II.

Examples of Offenses	Examples of Disciplinary Options							
	Verbal correction	Cooling off time or "time out"	Parent conference	Loss of privileges	Counselor/student conference	Temporary confiscation of item	Change of seat assignment	Special assignment or duties
Being tardy to class	•			•				•
Running, making excessive noise, obstructing, or otherwise disrupting in the hall, classroom, building, or other supervised settings	•			•				•
Failing to follow classroom rules	•			•	•		•	•
Neglecting to bring required materials or assigned work to class	•		•		•		•	•
Failing to participate in classroom activities or fulfill assignments	•		•	•	•		•	•
Eating, drinking, or chewing gum in an undesignated area	•		•			•		•
Throwing objects or passing unauthorized notes	•	•	•			•	•	•
Talking back/arguing or name calling	•		•		•		•	•
Horse playing/scuffling (not fighting)	•		•	•				•
Possessing and/or using nuisance items	•					•		
Violating campus cell phone procedures			•			•		
Disrupting the orderly classroom process	•	•	•		•		•	•
Spitting (without bodily contact)	•		•				•	•
Telling a falsehood	•							

Bullying and/or engaging in harassment toward another student, Westlake Academy employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age

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LEVEL II DISCIPLINARY CHART - PRIMARY YEARS PROGRAMME

Level II: Administrator Directed

Some infractions will result in a referral to the Assistant Principal or other appropriate administrator. The disciplinary action(s) will depend on the offense, previous disciplinary actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

RESTRICTION ON USE OF OUT-OF-SCHOOL SUSPENSION WITH STUDENTS GRADE 2 AND BELOW:

A student who is in second grade or below shall not receive an out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault; (3) or the student engages in selling, giving, or delivering to another person, or possessing, using, or being under the influence of, marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Exception for Students who are Homeless: Westlake Academy may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The Assistant Principal may coordinate with Westlake Academy's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. A written referral will be sent to the Assistant Principal or other campus administrator.
2. The Assistant Principal or other campus administrator will confer with the student and/or teacher to establish appropriate disciplinary consequence(s).
3. The Assistant Principal will send copies of the appropriate discipline notices to the teacher and/or parent/guardian indicating the misbehavior and action(s) taken.
4. The parent/guardian is supposed to sign and return the discipline notice to the school, if oral contact has not been made.
5. Within these guidelines and consistent with state law, each Assistant Principal has the authority to establish appropriate disciplinary consequences based on campus needs. The Assistant Principal will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
6. The Assistant Principal will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the Assistant Principal shall take into consideration self---defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
7. Level II offenses and disciplinary options are not limited to those provided.
8. Repeated violations shall result in a more severe response and/or referral to Level III.

Examples of Offenses	Examples of Disciplinary Options									
	Parent Conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Withdrawal or restriction of bus privileges	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	Out-of-school suspension (not to exceed 3 days at a time)
Committing persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)	•	•	•	•	•	•	•	•	•	•
Using food inappropriately		•	•	•		•		•		
Using inappropriate language (oral or written) or gestures		•					•	•		
Failing to comply with the directives of a member of the school staff; being disrespectful or insubordinate	•	•		•		•	•	•	•	•
Being truant, including skipping class and/or leaving school/class without permission	•	•		•		•	•	•	•	•
Being tardy repeatedly	•	•		•		•		•		
Physically contacting another student creating a disruptive environment	•	•	•	•		•	•	•	•	•
Violating dress and grooming standards	•	•		•		•		•	•	
Creating or participating in a disturbance, including discharging a fire extinguisher	•	•	•	•		•	•	•	•	•
Failing to serve detention	•	•		•		•		•	•	
Possessing lighters or matches	•	•		•	•	•		•	•	
Possessing a laser pointer for other than an approved use	•	•		•	•	•		•	•	
Bullying and/or engaging in harassment toward another student, Westlake Academy employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•	•	•	•	•	•
Possessing a current prescription (student's own medication) or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substances, or dietary supplements	•			•	•	•		•	•	•
Possessing a look-alike weapon	•	•		•	•	•	•	•	•	
Violating the acceptable use policy for computers	•	•	•	•	•	•	•	•	•	
Telling a falsehood	•	•	•	•		•	•	•	•	
Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property		•	•	•		•	•	•	•	
Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property	•	•			•	•				
Possessing or using a camera, phone, radio, video or other unauthorized electronic device without permission	•	•	•	•	•	•	•	•	•	
Being present in area without authorization	•	•		•		•		•	•	
Academic dishonesty including cheating or copying the work of another	•	•		•		•		•	•	
Engaging in a public display of affection	•	•				•			•	•
Loitering on school campus before or after school	•	•				•				
Selling or soliciting for sale unauthorized merchandise	•	•			•	•		•	•	•
Posting or distributing unauthorized publication	•	•			•	•			•	•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or Westlake Academy property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

LEVEL III DISCIPLINARY CHART - PRIMARY YEARS PROGRAMME

Level III: Administrator Directed

“Serious” offenses are defined as, but not limited to, those listed below. “Persistent” offenses shall be defined as two or more violations of the code in general, or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

RESTRICTION ON USE OF OUT-OF-SCHOOL SUSPENSION WITH STUDENTS GRADE 2 AND BELOW:

A student who is in second grade or below shall not receive an out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault; (3) or the student engages in selling, giving, or delivering to another person, or possessing, using, or being under the influence of, marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Exception for Students who are Homeless: Westlake Academy may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The Assistant Principal may coordinate with the school Westlake Academy’s homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. The appropriate campus administrator will investigate the infraction(s) and, if necessary, confer with the teacher.
2. The Assistant Principal will determine the appropriate disciplinary action(s), and oral or written notice will be provided to the student and the parent/guardian.
3. The parent/guardian is supposed to sign and return the written discipline notice to the school, if oral contact has not been made.
4. Within these guidelines and consistent with state law, each Assistant Principal has the authority to establish appropriate disciplinary consequences based on campus needs. The Assistant Principal will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
5. The Assistant Principal will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the Assistant Principal shall take into consideration self---defense, intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, whether the student has a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct, a student’s status in the conservatorship of the Department of Family and Protective Services, or the student’s status as a student who is homeless. The number of days of a student’s out- of- school suspension shall not exceed three school days.
6. Level III offenses and disciplinary options are not limited to those provided.
7. Repeated violations shall result in a more severe response.

Examples of Offenses	Examples of Disciplinary Options									
	Withdrawal or restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of	Special assignment or duties	Before, during lunch, or after school detention	Required Parent Meeting (DPM)	In-school suspension	Out-of-school suspension (not to exceed 3 days at a time)
Committing persistent offenses from Level II, including bus infractions	•	•	•	•	•	•	•	•	•	•
Engaging in conduct that disrupts the school environment or educational process, including while in a DAEP		•		•	•	•	•	•	•	•
Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal), or obscene gestures	•	•		•	•	•	•	•	•	•
Bullying and/or engaging in harassment toward another student, Westlake Academy employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•	•	•	•	•	•
Using slurs (oral or written), based on race, color, religion, sex, gender, sexual orientation, national origin, disability, or age, committing inappropriate acts that are directed toward a specific person or group based on the above categories, or making derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence	•	•		•	•	•	•	•	•	•
Fighting; encouraging or promoting fighting	•	•		•	•	•	•	•	•	•
Using lighters or matches	•	•	•	•	•	•	•	•	•	•
Possessing or using tobacco products, electronic cigarettes, electronic or digital vapor devices, or electronic nicotine delivery systems or any component, part, or accessory for such devices		•	•	•	•	•	•	•	•	•
Using a laser pointer for other than an approved use	•	•	•	•	•	•	•	•	•	•
Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper---spray or mace---type materials), or “shock” pens and other similar devices	•	•	•	•	•	•	•	•	•	•
Possessing ammunition, including paintballs	•	•	•	•	•	•	•	•	•	•
Possessing, distributing, or creating pornographic or sexually---oriented material and/or accessing pornography via Westlake Academy’s computer	•	•	•	•	•	•	•	•	•	•
Possessing, distributing, and/or concealing a weapon, including knives that are not illegal (e.g. pocket knives, knives with blades shorter than five and one-half inches), BB guns, paintball guns, pellet guns, slingshots, etc., not constituting a mandatory removable or expellable offense	•	•	•	•	•	•	•	•	•	•
Possessing drug paraphernalia	•	•	•	•	•	•	•	•	•	•
Selling, giving, or delivering to another person a non-prescription drug, or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance	•	•		•	•	•	•	•	•	•
Attempting to sell or purchase, without being in possession of, a prohibited substance through oral or written communication	•	•		•	•	•	•	•	•	•
Stealing or unauthorized possession of another person’s property; committing burglary	•	•	•	•	•	•	•	•	•	•
Exhibiting, possessing, delivering, using, or selling look---alike weapons	•	•		•	•	•	•	•	•	•
Forging or altering school records, parent notes, forms, or other school/home communications	•	•		•	•	•	•	•	•	•
Assaulting another student or adult that does not constitute a mandatory removable or expellable offense	•	•		•	•	•	•	•	•	•

Vandalism, including defacement of or damage to school property, and graffiti not constituting a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•	•	•	•	•	•	•	•	•	•	•
Failing to disclose information, hiding/covering up (for self or others) information/evidence, or lying as a witness during a school investigation	•	•	•	•	•	•	•	•	•	•	•

Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	•	•	•	•	•	•	•	•	•	•	•
Engaging in sexual conduct	•	•	•	•	•	•	•	•	•	•	•
Engaging in sexual harassment (verbal, written, or by gesture), including stalking	•	•	•	•	•	•	•	•	•	•	•
Mooning, streaking, or other forms of nudity; exposing one's undergarments or those of another	•	•	•	•	•	•	•	•	•	•	•
Hazing, harassing, or stalking (non---sexual)	•	•	•	•	•	•	•	•	•	•	•
Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)	•	•	•	•	•	•	•	•	•	•	•
Gambling	•	•	•	•	•	•	•	•	•	•	•
Hacking /breach of computer security (illegal or unauthorized entry or attempted entry into computer files)	•	•	•	•	•	•	•	•	•	•	•
Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report	•	•	•	•	•	•	•	•	•	•	•
Participating in an unauthorized organization, secret society, or gang; gang---related activity	•	•	•	•	•	•	•	•	•	•	•
Committing extortion, coercion, or blackmail	•	•	•	•	•	•	•	•	•	•	•
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement	•	•	•	•	•	•	•	•	•	•	•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or Westlake Academy property or at a school-sponsored or school related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V, as appropriate. Depending on the circumstances, misconduct at Level III may result in expulsion to the student's home school district.

LEVEL I DISCIPLINARY CHART - SECONDARY

Secondary Social Contract

The social contract is established to serve the greater good for the Academy, ensuring sustainability and protecting all parties. Additionally, the social contract helps create emotional and social safety not only in the classroom, but also throughout the campus. At WA, the social contract helps guide the actions of students, teachers, contractors, parents, and visitors to our campus.

Secondary Social Contract

Area on Campus	Be Principled	Be Caring	Be Knowledgeable
Arrival	<ul style="list-style-type: none"> Wait in the dining hall or sports court. Enter the buildings after 7:40 a.m. Leave cars in a timely manner. 	<ul style="list-style-type: none"> Enter the classroom quietly. Follow classroom procedures. For G6-10, no cell phones inside buildings and after 7:50 am. Visible phones will be confiscated. (Please see our Parent student handbook) 	<ul style="list-style-type: none"> Be punctual! Be prepared for class with your supplies and a charged device. Know when classes begin and end!
Hallways	<ul style="list-style-type: none"> Always leave class with a pass. 	<ul style="list-style-type: none"> Wait for directions before leaving an area, or ask for permission. Treat everybody and their belongings with respect. 	<ul style="list-style-type: none"> Have an understanding of the class schedule so that you make it to classes on time!
Classrooms	<ul style="list-style-type: none"> Think about classroom essential agreements! Keep hands, feet, and other objects to yourself. Accept the consequences of your behavior and actions. 	<ul style="list-style-type: none"> Always show respect for your own possessions, the possessions of others, and school property. Speak respectfully to guest educators, substitute teachers and everyone else. 	<ul style="list-style-type: none"> Be punctual. Complete assignments on time. Share materials, classroom resources, and equipment.
Restrooms	<ul style="list-style-type: none"> Throw trash away in the trash can. Report incidents or items to be replaced 	<ul style="list-style-type: none"> Give others privacy. 	
Dining Hall	<ul style="list-style-type: none"> Clean up after yourself. Use a quiet voice. Follow adult directions. Only packed lunches/dining hall food allowed. 	<ul style="list-style-type: none"> Use good table manners. Do not put your hands on others' food/trays. Speak respectfully to lunch cashiers, and anyone else you encounter. 	<ul style="list-style-type: none"> Have your ID # ready to enter. Get all utensils, milk, etc., when you first go through the line. Do not take food out of the dining hall/picnic table area.
Outdoors/Break Times	<ul style="list-style-type: none"> Stay within boundaries. Keep hands, feet, and other objects to yourself. Put equipment away. 	<ul style="list-style-type: none"> Be respectful of each other. Be mindful of others' personal space. 	<ul style="list-style-type: none"> Place all litter/trash in garbage cans. Place recycling items in the recycling bin. Place all equipment in the appropriate ball containers outside.

Dismissal	<ul style="list-style-type: none"> ● Walk directly to your designated pick-up area. ● Look for your vehicle, and pay attention to your name. ● Only leave class when dismissed. 	<ul style="list-style-type: none"> ● Wait for the teacher to dismiss you. ● Leave in an orderly fashion. 	<ul style="list-style-type: none"> ● Phones are allowed only after the school day concludes after 3:25pm
School Sponsored Events, Trips, and Travel	<ul style="list-style-type: none"> ● Follow Directions (seated on the bus, listen to tour guides, etc). ● Respectful interactions with all people you encounter. 	<ul style="list-style-type: none"> ● Support your peers with appropriate language and interactions. ● Represent Westlake Academy and the Learner Profile Attributes. 	<ul style="list-style-type: none"> ● All school rules (Student Code of Conduct) still apply.

Level I: Teacher Directed

Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. More than one disciplinary option may be assigned.

Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher and the Assistant Principal. recorded in ManageBac.
3. The teacher may want to discuss the misbehavior with the parent/guardian, administrator, Assistant Principal, and/or support personnel.
4. In the case of informal classroom removal (office referral), the teacher will refer the student to the Assistant Principal, who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the Assistant Principal will employ alternative discipline management techniques, including progressive discipline interventions.
5. Level I offenses and disciplinary options are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level II.

	Infraction	Examples	1st Occurance	2nd Occurance	3rd Occurance	4th Occurance
1 Minor	Disrupting Class/Misbehavior	Not following rules, sleeping, loud & obnoxious behavior, insubordination with staff & substitutes	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● Verbal Warning 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● After school detention or appropriate disciplinary action 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● Saturday School or ISS 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● Parent, Student, Teacher meeting set up ● ISS or Suspension
2 Minor	Tardies (after 3 tardies per class) each semester	Late to class, not in seat when class begins	<ul style="list-style-type: none"> ● Log in attendance 	<ul style="list-style-type: none"> ● Log in attendance 	<ul style="list-style-type: none"> ● Log in attendance ● Email AP that this is the student's 3rd tardy and log in ManageBac 	<ul style="list-style-type: none"> ● Log in attendance ● Email AP that this is the student's 4th tardy and log in ManageBac ● Detention ● For future tardies within the quarter, notify principals.

3 Minor	Unauthorized Use of Cell Phone/Testing Area	Texting, talking on or playing with phone <i>*Use in a testing area may result in invalidation of test scores & automatic Saturday school</i>	<ul style="list-style-type: none"> ● Confiscate the phone and turn it to the front office ● Warning 	<ul style="list-style-type: none"> ● Confiscate the phone and turn it to the front office ● After school detention 	<ul style="list-style-type: none"> ● Confiscate the phone and turn it to the front office ● Saturday School ● For future confiscations, continue to turn in to an administrator
4 Minor	Dress Code Violations	See Dress Code	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● Verbal Warning ● Send student to the 3rd floor to see a principal (<u>students will only return to class when in the appropriate attire.</u>) 	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● After School Detention ● Send student to the 3rd floor to see a principal (<u>students will only return to class when in the appropriate attire</u>) 	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● Parent, Student, Teacher meeting set up ● Saturday School ● Send student to the 3rd floor to see a principal (<u>students will only return to class when in the appropriate attire</u>)
5 Minor	Neglecting to bring required materials or assigned work to class	WA issued iPad missing or not charged; lacking basic pen and paper supplies <i>*Loaner iPads are only issued twice per academic semester</i>	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● Verbal Warning 	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● 2nd Verbal Warning 	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● After School detention ● Parent conference with the counselor and teacher
6 Minor	Refusal to participate in classroom activities or fulfill assignments	Not participating in partner/group work; refusing to take notes or work at the board; sleeping in class	<ul style="list-style-type: none"> ● ManageBac Note by teacher (contact parent) ● Verbal Warning 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● After school detention or appropriate disciplinary action 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● Saturday School or ISS ● Parent conference with the counselor and teacher
7 Minor	Late Work	See Parent Student Handbook			
8 Major	Academic Integrity	See Parent Student Handbook			
9 Minor	Horse playing/scuffling (not fighting)	Engaging in physical conduct with peers that can lead to bodily harm	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● After school detention or appropriate disciplinary action 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● Saturday School 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● ISS
10 Minor	Talking back/arguing or name calling	Refusal to follow directives of school personnel. Insubordination	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● After school detention or appropriate disciplinary action 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● Saturday School 	<ul style="list-style-type: none"> ● ManageBac Note from teacher ● ISS

11 Minor	Use of profanity	Hand signs, body motions, inappropriate, foul or vulgar language on campus	<ul style="list-style-type: none"> • ManageBac Note • Saturday School 	<ul style="list-style-type: none"> • ManageBac Note • ISS • Counseling 	<ul style="list-style-type: none"> • ManageBac Note • 1 Day Suspension • Counseling 	<ul style="list-style-type: none"> • ManageBac Note • 2 Day Suspension • Counseling
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**All other disciplinary infractions are handled directly by the secondary administration.*

Procedures:

7. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
8. A record of offenses and disciplinary actions shall be recorded in ManageBac.
9. The teacher may want to discuss the misbehavior with the parent/guardian, administrator, Assistant Principal, and/or support personnel.
10. In the case of informal classroom removal (office referral), the teacher will refer the student to the Assistant Principal, who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the Assistant Principal will employ alternative discipline management techniques, including progressive discipline interventions.
11. Level I offenses and disciplinary options are not limited to those provided.
12. Repeated violations shall result in a more severe response and/or referral to Level II.

LEVEL II DISCIPLINARY CHART - HIGH SCHOOL

Level II: Administrator Directed

Examples of Offenses	Examples of Disciplinary Options									
	Parent Conference	Loss of Privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary Confiscation of item	Special assignment or duties	Saturday School detention	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-School Suspension (ISS)
Committing persistent offenses from Level I (minor acts of misconduct)	•	•	•	•	•	•	•	•	•	•
Using food inappropriately	•	•	•	•	•	•	•	•	•	•
Using inappropriate language (oral or written) or gestures	•	•	•	•	•	•	•	•	•	•
	•	•	•	•	•	•	•	•	•	•
Being truant, including skipping class and/or leaving school/class without permission	•	•	•	•	•	•	•	•	•	•
Physically contacting another student creating a disruptive environment	•	•	•	•	•	•	•	•	•	•
Allowing unknown individuals on campus or leaving without following school protocol	•	•	•	•	•	•	•	•	•	•
Creating or participating in a disturbance, including discharging a fire	•	•	•	•	•	•	•	•	•	•
Failing to serve detention	•	•	•	•	•	•	•	•	•	•
Abusing the use of a hall pass	•	•	•	•	•	•	•	•	•	•
Possessing lighters or matches	•	•	•	•	•	•	•	•	•	•
Possessing a laser pointer for other than an approved use	•	•	•	•	•	•	•	•	•	•
Bullying and/or engaging in harassment toward another student, Westlake Academy employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•	•	•	•	•	•
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic-like substance, or dietary supplement	•	•	•	•	•	•	•	•	•	•
Possessing a look-alike weapon	•	•	•	•	•	•	•	•	•	•
Violating the acceptable use policy for technology	•	•	•	•	•	•	•	•	•	•
Telling a falsehood	•	•	•	•	•	•	•	•	•	•
Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property	•	•	•	•	•	•	•	•	•	•
Using a skateboard, scooter, roller blades, shoes with wheels, or other similar devices on school property	•	•	•	•	•	•	•	•	•	•
Possessing or using a camera, phone, radio, video, or other unauthorized electronic device without permission	•	•	•	•	•	•	•	•	•	•
Being present in area without authorization	•	•	•	•	•	•	•	•	•	•

	•	•	•	•	•	•	•	•	•	•	•
Engaging in a public display of affection	•	•	•	•	•	•	•	•	•	•	•
Loitering on school campus before or after school; leaving class without permission or leaving class for an extended period of time	•	•	•	•	•	•	•	•	•	•	•
Selling or soliciting for sale unauthorized merchandise	•	•	•	•	•	•	•	•	•	•	•
Posting or distributing unauthorized publication	•	•	•	•	•	•	•	•	•	•	•
Violating parking rules/procedures	•	•	•	•	•	•	•	•	•	•	•

Some infractions will result in a referral to the Assistant Principal or other appropriate administrator. The disciplinary action(s) will depend on the offense, previous disciplinary actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

Exception for Students who are Homeless: Westlake Academy may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The Assistant Principal may coordinate with the school Westlake Academy's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. A written referral will be sent to the Assistant Principal or other appropriate administrator.
2. The Assistant Principal or the other campus administrator will confer with the student and/or teacher to establish appropriate disciplinary consequence(s).
3. The Assistant Principal or the other campus administrator will send copies of the appropriate discipline notices to the teacher and/or parent/guardian indicating the misbehavior and action(s) taken.
- 4.
5. The Assistant Principal or the other campus administrator will notify the parent/guardian of any conduct violation of their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the Assistant Principal shall take into consideration self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or the student's status as a student who is homeless. The number of days of a student's out-of-school suspension shall not exceed three school days.
6. Level II offenses and disciplinary options are not limited to those provided.
7. Repeated violations shall result in a more severe response and/or referral to Level III.

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or Westlake Academy property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than those in Westlake Academy's *Student Handbook* and *Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. The sponsors and coaches will develop those standards in conjunction with Westlake Academy's *Extracurricular Activities Student Handbook* to help ensure consistency in standards and enforcement across all activities.

LEVEL III DISCIPLINARY CHART HIGH SCHOOL

Level III: Administrator Directed

“Serious” offenses are defined as, but not limited to, those listed below. “Persistent” offenses shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

Exception for Students who are Homeless: Westlake Academy may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The Assistant Principal may coordinate with the school Westlake Academy’s homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

Procedures:

1. The appropriate campus administrator will investigate the infraction(s) and, if necessary, confer with the teacher.
2. The Assistant Principal will determine the appropriate disciplinary action(s) and oral or written notice will be provided to the student and the parent/ guardian.
3. The parent/guardian is supposed to sign and return the written discipline notice to the school, if oral contact has not been made.
4. Within these guidelines and consistent with state law, each Assistant Principal has the authority to establish appropriate disciplinary consequences based on campus needs, which may be different than disciplinary consequences established for other campuses in Westlake Academy. The Assistant Principal will be consistent in administering disciplinary options on the campus. It is important to note that two students committing the same offense on the same campus may receive different disciplinary consequences based on the overall disciplinary records of the students and the circumstances surrounding the offenses.
5. The Assistant Principal will notify the parent/guardian of any conduct violation by their student that results in suspension. Before being suspended, a student will be given an opportunity to respond. In deciding whether to order out-of-school suspension, the Assistant Principal shall take into consideration self--defense, intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, whether the student has a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct, a student’s status in the conservatorship of the Department of Family and Protective Services, or the student’s status as a student who is homeless. The number of days of a student’s out- of-school suspension shall not exceed three school days.
6. Level III offenses and disciplinary options are not limited to those provided.
7. Repeated violations shall result in a more severe response.

Examples of Offenses	Examples of Disciplinary Options											
	Parent Conference	Withdraw from restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Saturday School Detention	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-School Suspension (ISS)	Out-of-school suspension (not to exceed 3 days at a time)
Committing persistent offenses from Level II, including bus infractions	•	•	•	•	•	•	•	•	•	•	•	•
Engaging in conduct that disrupts the school environment or educational process	•		•		•	•		•	•	•	•	•
Using profane, vulgar, obscene, or threatening language, (written or verbal), or obscene gestures	•		•		•			•	•	•	•	•
Intentionally or knowingly making libelous or slanderous remarks (oral or written) about students, employees, or others	•		•		•			•	•	•	•	•
Bullying and/or engaging in harassment toward another student, Westlake Academy employee, official, or volunteer, including actions motivated by race, color, religion, sex, gender, sexual orientation, national origin, disability, or age	•	•	•	•	•			•	•	•	•	•
Using slurs (oral or written), based on race, color, religion, sex, gender, sexual orientation, national origin, disability, or age, committing inappropriate acts that are directed toward a specific person or group based on the above categories, or making derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence											•	•
Fighting; encouraging or promoting fighting	•		•		•			•	•	•	•	•
Using lighters or matches	•		•	•	•		•	•	•	•	•	•
Possessing or using tobacco, electronic cigarettes, electronic or digital vapor devices, or electronic nicotine delivery systems	•					•	•	•	•	•	•	•
Using a laser pointer for other than an approved use	•		•		•	•		•	•	•	•	•
Possessing, distributing, or using fireworks of any kind, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper--- spray or mace---type materials), or “shock” pens and other similar devices	•		•		•	•		•	•	•	•	•
Possessing ammunition, including paintballs	•		•	•	•	•		•	•	•	•	•
Possessing, distributing, or creating pornographic or sexually-- oriented material and/or accessing pornography via Westlake Academy’s computer system	•		•	•	•	•		•		•	•	•
Selling, giving, or delivering to another person a nonprescription drug, or possessing, transmitting, selling, or attempting to sell what is represented to be a prohibited substance												•
Attempting to sell or purchase, without being in possession of, a prohibited substance through oral or written communication												•
Possessing, distributing, and/or concealing a weapon, including knives that are not illegal (e.g., pocket knives, knives with blades shorter than five and one-half inches), BB guns, paintball guns, pellet guns, slingshots, etc., not included as a mandatory removable or expellable offense	•		•	•	•	•		•		•	•	•

Possessing drug paraphernalia	•		•		•	•	•	•	•	•	•
Stealing or unauthorized possession of another person's property; committing burglary	•		•		•	•	•	•	•	•	•
Exhibiting, possessing, delivering, using, or selling look---alike weapons	•		•		•	•	•	•	•	•	•
Forging or altering school records, parent notes, forms, or other school/home communications	•		•		•	•	•	•	•	•	•

	Parent Conference	Withdraw from restriction of bus privileges	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Temporary confiscation of item	Special assignment or duties	Saturday School Detention	Before, during lunch, or after school detention	Required Parent Meeting (RPM)	In-School Suspension (ISS)	Out-of-school suspension (not to exceed 3 days at a time)
Assaulting another student or adult that does not constitute a mandatory removable or expellable offense	•		•	•	•			•	•	•	•	•
Vandalism, including defacement of or damage to school property, and graffiti not constituting a mandatory removable or expellable offense; inappropriate use of property that has the potential to cause damage or injury	•		•	•	•			•	•	•	•	•
Failing to disclose information, hiding/covering up (for self or others) information/evidence, or lying as a witness during a school investigation	•		•		•			•	•	•	•	•
Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	•		•	•	•		•	•	•	•	•	•
Engaging in sexual conduct	•	•	•		•			•	•	•	•	•
Engaging in sexual harassment (oral, written, or by gesture), including stalking	•	•	•		•			•	•	•	•	•
Mooning, streaking, other forms of nudity, exposing one's undergarments or those of another	•	•	•		•			•	•	•	•	•
Hazing, harassing or stalking (non---sexual)	•	•	•		•			•	•	•	•	•
Creating a situation that may constitute a potential health hazard or result in possible injury (bodily fluids, pulling chair out from someone, taking more than the recommended dosage of a medicine, etc.)	•	•	•	•	•	•	•	•	•	•	•	•
Gambling	•		•	•	•	•		•	•	•	•	•
Hacking /breach of computer security (illegal or unauthorized entry or attempted entry into computer files)	•		•	•	•	•	•	•	•	•	•	•
Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a "safety net" report	•	•	•	•	•	•	•	•	•	•	•	•
Participating in an unauthorized organization, secret society, or gang; gang-related activity	•		•		•		•	•	•	•	•	•
Committing extortion, coercion, or blackmail	•	•	•		•	•		•	•	•	•	•
Possessing a current prescription (student's own medication), or possessing, distributing, or using a nonprescription drug, natural and/or homeopathic---like substance, or dietary supplement	•				•			•	•	•	•	•

NOTES: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or Westlake Academy property or at a school--- sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary. If a student is charged with a felony on campus or at a school-related event for any of the offenses listed at Level III, the student is automatically disciplined at Level IV or V, as appropriate.

Sponsors and coaches of extracurricular activities, such as interscholastic athletics and marching band, may develop and enforce standards of

behavior that are higher than those in Westlake Academy's *Student Handbook and Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. The sponsors and coaches will develop those standards in conjunction with Westlake Academy's *Extracurricular Activities Student Handbook* to help ensure consistency in standards and enforcement across all activities.

Depending on the circumstances, persistent misconduct at Level III may result in expulsion to the student's home school district.

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LEVEL IV and V DISCIPLINARY CHART--ALL GRADE LEVELS

Level IV or V offenses are primarily acts of misconduct resulting in expulsion to the student's home school district.

The principal or the principal's designee may also order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that the action is necessary to protect persons or property from imminent harm. Westlake Academy will provide any required notices per state law to a student's parents/guardians regarding emergency placement.

CONFERENCE OR HEARING RIGHTS

When an emergency expulsion occurs, the student will be given oral notice of the reason for the action. The reason must be a reason for which expulsion may be made on a non-emergency basis. Within a reasonable amount of time after the emergency expulsion but not later than the 10th day after the expulsion, the student will be given appropriate hearing rights required for a student facing expulsion. The principal or principal's designee shall not be liable for civil damages for an emergency expulsion. If an emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of appropriate federal law. The student who is removed under an emergency expulsion will be released to the student's parent, guardian, parent's representative, medical providers, or law enforcement authorities. The conditions of an emergency expulsion may restrict the student's extracurricular activities according to the *Student Handbook* and *Code of Conduct*.

DETENTIONS

For infractions of the *Student Handbook* and *Code of Conduct*, other policies/regulations, or individual classroom rules, students may be assigned a campus detention before, during, or after school. Before assigning a student to a campus detention, the student shall be informed of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his/her version of the incident. Failure to serve a campus detention will result in a more serious consequence.

NOTICE TO PARENTS

When a student is assigned detention, a copy of the discipline notice shall be given to the student to inform his/her parents of the reason for the detention. If a parent needs to change the date or time of an assigned detention, this may be easily accomplished by calling the school, emailing the corresponding principal or sending a signed note prior to the scheduled detention.

CONFERENCE

A student who is assigned a campus detention may be given an informal conference with the teacher, principal, or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

RESTRICTIONS/PROHIBITIONS

A student assigned to a campus detention is prohibited from attending or participating in school-sponsored or school-related activities on or off school property during the day of the detention. Penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

COMPLAINT

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a campus detention, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, Assistant Principal, Assistant Principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy XXXX. This process may not be used to overturn a disciplinary assignment.

STUDENTS WITH DISABILITIES

Before a student who has been identified as having a disability under Section 504 or IDEA can be removed to the Disciplinary Alternative Education Program (DAEP), or expelled, or approaching 10 cumulative days of removal, an

Admission/Review/Dismissal (ARD) or 504 committee must conduct a manifestation determination review (MDR) meeting. School personnel must consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for the child with a disability who violates a code of student conduct. The local education agency (LEA) that decides to change the placement of the child with a disability because of a violation of a code of student conduct must comply with the [MANIFESTATION DETERMINATION](#) framework when the removal is for more than 10 consecutive school days, or the child has been subjected to a series of removals that constitute a pattern

ROUTINE REFERRAL

A routine referral occurs when a teacher sends a student to the Assistant Principal's office or appropriate designee's office as a discipline management technique. The Assistant Principal or appropriate designee shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

REMOVAL BY BUS DRIVER

The driver of a school bus transporting students to or from a school-sponsored or school-related activity may send a student to the Assistant Principal or principal's office to maintain effective discipline on the school bus, or when a student engages in behavior that violates the *Student Handbook and Code of Conduct*. The Assistant Principal or principal shall respond by employing appropriate discipline management techniques consistent with the *Student Handbook and Code of Conduct* which may include temporarily suspending or permanently revoking school transportation privileges. *Board Policy XXXX*.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is an in-house disciplinary setting where a student may be assigned for infractions as appropriate. Students may be placed in ISS for any misconduct set forth in the *Student Handbook and Code of Conduct*. ISS is provided in an on campus classroom setting other than the student's regular classroom. The student's regular classroom teachers provide daily coursework for the student to complete in a structured, non-social setting. Additionally, during the student's period of suspension, the campus will provide the student with an alternative means of receiving all course work provided in the student's foundation curriculum classes that the student misses as a result of the suspension. One option for receiving the course work will not require the use of the Internet. The Assistant Principal, principal, or principal's designee shall notify a student's parent/guardian when a student has been assigned to ISS. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent/guardian written notification of the disciplinary action. A student who is assigned ISS will be given an informal conference with the Assistant Principal or other campus administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

IN-SCHOOL SUSPENSION PROHIBITIONS/RESTRICTIONS

A student assigned to ISS is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). The student will be allowed to attend and/or participate in school sponsored or school-related activities, including practice, on the day following the last day of the assignment. If the student receives additional assignments while serving an ISS placement, this prohibition is extended until the day following the completion of all consecutive assignments. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

IN-SCHOOL SUSPENSION TRANSFERS

Westlake Academy will require a student enrolling in Westlake Academy to complete an ISS assignment ordered by the previous school upon receipt of the written notice.

OUT-OF-SCHOOL SUSPENSION

Except as provided below, an elementary or secondary student may be assigned out-of-school suspension for up to three (3) school days, with no limit on the number of times a student may be suspended in a semester or school year. Students may be assigned to out-of-school suspension for any misconduct set forth in the *Student Handbook and Code of Conduct*. A student who is assigned an out-of-school suspension will first be given an informal conference with the Assistant

Principal or other campus administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident. In deciding whether to order out-of-school suspension, the Assistant Principal shall take into consideration self--defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services, or a student's status as student who is homeless. The student's absence during an out-of-school suspension shall be considered to be an excused absence. During the student's period of suspension, the campus will provide the student with an alternative means of receiving all course work provided in the student's foundation curriculum classes that the student misses as a result of the suspension. One option for receiving the course work will not require the use of the Internet. The student shall be responsible for all assignments missed during the period of suspension. If the student satisfactorily completes assignments for the period of the out-of-school suspension within a reasonable time determined by Westlake Academy, no grade penalty will be imposed. It is the responsibility of the parent to provide adequate supervision of the student during the period of out-of-school suspension. All bus privileges are revoked during the out-of-school suspension period.

Exception for Students Grade 2 and Below: A student who is in second grade or below shall not receive an out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Exception for Students who are Homeless: A school Westlake Academy may not place a student who is homeless in out-of-school suspension unless, while on school property or at a school-sponsored or school-related activity on or off school property, the student engages in (1) conduct that contains the elements of an offense related to weapons; (2) conduct that contains the elements of assault, sexual assault, aggravated assault or aggravated sexual assault; or (3) selling, giving, or delivering to another person or possessing using or being under the influence of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage. The Assistant Principal may coordinate with the school Westlake Academy's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless.

NOTICE TO PARENTS

The Assistant Principal will notify a parent/guardian by phone, in person or in writing on the day a student is placed in out-of-school or in-school suspension. The notice will specify the nature of the offense and the length of the out-of-school suspension.

OUT-OF-SCHOOL PROHIBITIONS/RESTRICTIONS

A student who is assigned an out-of-school suspension is prohibited from attending or participating in school sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, on the day following the last day of the out-of-school suspension. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

OUT-OF-SCHOOL SUSPENSION TRANSFERS

Westlake Academy will require a student enrolling in Westlake Academy to complete an out-of-school suspension ordered by the previous school upon receipt of the written notice.

A student shall be expelled from Westlake Academy if the student commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony;

2. Engages in conduct that contains the elements of the offense of assault under *Section 22.01(a)(1), Penal Code*;
3. Sells, gives, delivers to another person or possesses, uses, or is under the influence of: marijuana; a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; a dangerous drug, as defined by *Chapter 483, Health and Safety Code*; or an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*, in any amount not punishable as a felony. (Note: A student with a valid prescription for low---THC cannabis as authorized by Chapter 487 of the Texas Health and Safety Code does not violate this provision);
4. Commits a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony;
5. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under *Sections 485.031 through 485.033, Texas Health and Safety Code*;
6. Engages in conduct that contains the elements of the offense of public lewdness under *Section 21.07, Penal Code*, or indecent exposure under *Section 21.08, Texas Penal Code*;
7. Engages in conduct that contains the elements of the offense of harassment under *Section 42.07(a)(1), (2), (3), or (7), Penal Code*, against an employee of the school Westlake Academy.
8. Sells, gives, delivers, possesses, uses or is under the influence of designer drugs, synthetic marijuana, synthetic cannabinoids (such as K2 or spice) stimulants (such as bath salts), or analogs of any drug in any form, regardless of whether currently scheduled or classified as an illegal drug under state or federal law and regardless of whether the substance is legally sold or marketed as “herbal incense,” potpourri”, “bath salts” or “not for human consumption.”
9. Possesses a deadly weapon (A firearm or anything manifestly designed, made or adopted for purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.)
10. Possesses, other than on his or her person, or uses a location-restricted knife.
11. Possesses, other than on his or her person, or uses a firearm or club as defined by state law.
12. Engages in expellable conduct if the student is between six and nine years of age; or
13. Engages in a federal firearm offense if the student is six years of age or younger.
14. A student in possession of any device not included as a removable or expellable offense by statute that is designed to propel a projectile either by a spring---type mechanism, air, or gas shall also be expelled from Westlake Academy.. This includes, but is not limited to, items such as BB--- guns, pellet guns, paintball guns, slingshots, etc.

A student shall also be expelled from Westlake Academy for conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under *Section 53.03, Texas Family Code* for conduct defined as a felony offense in *Title 5, Texas Penal Code* or aggravated robbery;
2. A court or jury finds that the student has engaged in delinquent conduct under *Section 54.03, Texas Family Code*, for conduct defined as a felony offense in *Title 5, Penal Code* or aggravated robbery; or
3. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense under *Title 5, Texas Penal Code* or aggravated robbery.

A student shall be expelled from Westlake Academy if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

1. Conduct involving a public school that contains the elements of the offense of false alarm or report under *Section 42.06, Penal Code*, or terroristic threat under *Section 22.07 Penal Code*;
2. Retaliation against any school employee or official;
3. Criminal mischief if the damage is less than \$2,500 but equal to or greater than \$50; or
4. Is a registered sex offender under court supervision, probation, community supervision or parole

A student may be expelled from Westlake Academy if the student is found to have engaged in the offense of

aggravated robbery under *Section 29.03, Penal Code*, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school related activity on or off of school property.

A student may be expelled from Westlake Academy if the student is found to have engaged in conduct described in *TEC 37.007(a)* if the student engages in that conduct on the school property of another Westlake Academy in this state or while attending a school-sponsored or school-related activity of a school in another Westlake Academy in this state.

A student may be expelled from Westlake Academy for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school related activity on or off school property:

1. Possessing, giving, buying, or selling less than a useable amount of stems, seeds, or other pieces of marijuana;
2. Possessing, using, selling, buying or giving paraphernalia related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug or an alcoholic beverage;
3. Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying or selling a prescription drug; possessing, using, or being under the influence of another's prescription drug;
4. Offering to sell or buy any amount of marijuana, a controlled substance, a dangerous drug, an abusable volatile chemical, a prescription drug, or an alcoholic beverage; or
5. Preparing a hit list.

In addition, a student may be expelled from Westlake Academy based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The Head of School or designee has a reasonable belief that the student has engaged in conduct defined as a felony offense (other than those defined as a Title 5 felony offenses or aggravated robbery); and the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
2. Off campus conduct for which DAEP placement is required by state law when the administrator does not learn of the conduct until more than a year passes after the conduct occurred at a school-sponsored event.

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the Penal Code, the Head of School or designee may consider all available information, including the information furnished under *Article 15.27, Code of Criminal Procedures*. The *Article 15.27* notice shall be considered by the Head of School in making that determination. The length of stay for this offense will be determined on an individual basis.

A student may also be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus

1. Involvement in a criminal street gang, including participating as a member or pledge, or encouraging, soliciting, recruiting, enabling or causing another person to become a pledge or member of a gang;
2. Involvement in a public-school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society; *Section 37.121 Texas Education Code*
3. If the student is a registered sex offender who is not under any form of court supervision. A registered sex offender who is not under any form of court supervision will be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process, and such placement is not contrary to the best interests of Westlake Academy's students; or
4. If the student engages in criminal mischief if the damage is less than \$750;
5. If the student engages in bullying that encourages a student to commit or attempt to commit suicide, or incites

- violence against a student through group bullying; or
6. If the student releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

Westlake Academy is not required to admit the student if the student:

1. Has a record of engaging in conduct or misbehavior that has resulted in removal to a DAEP or expulsion;
 2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
 3. Has been convicted of a criminal offense and is on probation or other conditional release.
- Texas Education Code 25.001(d)*

EXPULSION

A student shall be expelled from Westlake Academy if the student, on school property or while attending a school-sponsored or school-related event on or off school property:

1. Possesses or uses a handgun (a firearm designed, made or adopted to be fired with one hand), location-restricted knife, or club on or about his or her person.
2. Possesses, manufactures, transports, repairs, or sells one of the following prohibited weapons: an explosive weapon, machine gun, short-barrel firearm, firearm silencer, armor-piercing ammunition, chemical dispensing device, zip gun, tire deflation device, or improvised explosive device. (Note: A student will not be expelled for using, exhibiting, or possessing a firearm at an off campus approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored shooting sports competition, or while participating in or preparing for a shooting sports educational activity sponsored or supported by the Texas Parks and Wildlife Department or organization working with the Department.) *Texas Education Code 37.007(k)*.
3. Engages in conduct that contains the elements of the offense of:
 - a. Aggravated assault under 22.02, *Penal Code*, sexual assault under 22.011, *Penal Code*, or aggravated sexual assault under 22.021, *Penal Code*;
 - b. Arson under 28.02, *Penal Code*;
 - c. Murder under 19.02, *Penal Code*, capital murder under 19.03, *Penal Code*, or criminal attempt to commit murder or capital murder under 15.01, *Penal Code*;
 - d. Indecency with a child under 21.11, *Penal Code*;
 - e. Aggravated kidnapping under 20.04, *Penal Code*;
 - f. Aggravated robbery under 29.03, *Penal Code*;
 - g. Manslaughter under 19.04, *Penal Code*;
 - h. Criminally negligent homicide under 19.05, *Penal Code*; or
 - i. Continuous sexual abuse of a young child or disabled individual.
4. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - i. Marijuana or a controlled substance, as defined by *Chapter 481, Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
 - ii. A dangerous drug, as defined by *Chapter 483, Health and Safety Code*.
 - b. Sells, gives, or delivers to another person, uses, or is under the influence of an alcoholic beverage, as defined by *Section 1.04, Alcoholic Beverage Code*; or commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage.

A student shall be expelled if the student, by committing a state-mandated expellable offense, retaliates against any employee or volunteer in retaliation for or as a result of the person's employment or association with Westlake Academy without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity in or off school property.

A student shall also be expelled if the student brings a firearm, as defined by *18 USC Section 921*, to school. The

student must be expelled from the student's regular campus for a period of at least one year, except that:

1. The Superintendent or other chief administrative officer of Westlake Academy may modify the length of the expulsion in the case of an individual student;
2. Westlake Academy shall provide educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. Westlake Academy may provide educational services to an expelled student who is ten (10) years of age or older in a DAEP.

A student may be expelled if, while on school property, while within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related event on or off school property, the student engages in conduct that contains the elements of an offense of:

1. Assault under *Section 22.01(a)(1), Penal Code* against a Westlake Academy employee or a volunteer resulting in bodily injury; or
2. Deadly conduct under *Section 22.05, Penal Code*.

A student may be expelled for engaging in the following offenses that occur within 300 feet of school property as measured from any point on Westlake Academy's real property boundary line:

1. Possesses a firearm, as defined by federal law;
2. Possesses or uses a handgun (a firearm designed, made or adopted to be fired with one hand), illegal knife, or club on or about his or her person. (Note: A student will not be expelled for using, exhibiting, or possessing a firearm at an off campus approved target range facility that is not located on a school campus, while participating in or preparing for a school-sponsored shooting sports competition, or while participating in or preparing for a shooting sports educational activity sponsored or supported by the Texas Parks and Wildlife Department or organization working with the Department.) *Texas Education Code 37.007(k)*.
3. Possesses, manufactures, transports, repairs, or sells one of the following prohibited weapons: an explosive weapon, machine gun, short-barrel firearm, firearm silencer, armor-piercing ammunition, chemical dispensing device, zip gun, tire deflation device, or improvised explosive device.
4. Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or disabled individual.
5. Engages in the following conduct, if the conduct is punishable as a felony:
 - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of: (1) Marijuana or a controlled substance, as defined by *Chapter 481, Texas Health and Safety Code*, or by *21 USC Section 801 et seq.*; or a dangerous drug, as defined by *Chapter 483, Texas Health and Safety Code*.
 - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by *Section 1.04, Texas Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

A student may also be expelled for the following offenses, regardless of whether the conduct took place on or off school property:

1. Committing aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder, or aggravated robbery against another student;
2. Retaliating against a school employee or volunteer by committing an assault resulting in bodily injury;
3. Engaging in criminal mischief if the damage is \$2,500 or more;
4. Engaging in a breach of computer security by accessing a computer, computer network or computer system owned by or operated on behalf of a school Westlake Academy without consent and knowingly alters, damages, or deletes school Westlake Academy property or information or breaches any other computer, computer network or computer system;
5. Committing a state-mandated expellable offense on the school property of another Texas School Westlake Academy or while attending a school-sponsored or school related activity of another Texas

school Westlake Academy;

6. Engaging in bullying that encourages a student to commit or attempt to commit suicide, or incites violence against a student through group bullying; or
7. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

Title V Felonies Regardless of Location. In addition to the expellable conduct listed above, a student may also be expelled if the student:

1. Is arrested for a Title V felony offense or aggravated robbery;
2. Is charged with engaging in a Title V felony offense or aggravated robbery;
3. Received deferred adjudication or deferred prosecution for a Title V felony offense or aggravated robbery;
4. Is on probation for a Title V offense or aggravated robbery;
5. Was found by a court or jury to have engaged in delinquent conduct for a Title V felony offense or aggravated robbery;
6. Has been referred to a juvenile court for delinquent conduct based on a Title V felony offense or aggravated robbery;
7. Was convicted of a Title V felony offense or aggravated robbery; and
8. The administrator determines the student's presence in the regular classroom threatens the safety of other students or teachers, is detrimental to the educational process, or is not in the best interests of Westlake Academy's students. In this circumstance, expulsion to an alternative setting may be ordered regardless of:
 - (1) the date on which the conduct occurred, (2) the location at which the conduct occurred, (3) whether the student was enrolled in Westlake Academy at the time the conduct occurred, or (4) whether the student successfully completed any court disposition requirement regarding the conduct.

EMERGENCY EXPULSION

A principal or principal's designee is authorized to order the immediate expulsion of a student if the principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm. *Texas Education Code 37.019*. The reason for emergency expulsion must also be a reason for which expulsion could be ordered on a non-emergency basis. At the time of expulsion, the student will be told the reasons for expulsion. Not later than the tenth day after the date of the emergency expulsion the student will be given a hearing as required for non-emergency expulsions.

EXPULSION DUE PROCESS---CAMPUS LEVEL

Before a student may be expelled, Westlake Academy must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of Westlake Academy. If the Assistant Principal or other appropriate administrator makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, Westlake Academy may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. Unless the student's parent/guardian signs a waiver forfeiting the student's rights to a hearing, a hearing must be held. *Texas Education Code 37.009(f)*.

In an expulsion hearing, the student or the student's representative will be provided an opportunity to testify, present evidence or witnesses in his/her defense, examine evidence presented by the school, and question the school's evidence. Westlake Academy may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent. A decision of expulsion shall take into consideration self--- defense,

intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history or whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

EXPULSION APPEAL WESTLAKE ACADEMY-LEVEL

A parent or guardian may appeal a decision for expulsion. In order to do so, a written request must be made in writing within three (3) school days of the receipt of written notification of the campus-level decision. The written request should be addressed to Westlake Academy Head of School, 2600 J T Ottinger Road, Westlake, TX 76262.

The Head of School shall provide the student an opportunity for a hearing at which the student will be afforded the requisite due process. The Head of School shall contact the parent within five (5) school days of receipt of a timely written request for appeal to schedule a hearing. After scheduling the hearing, the Head of School shall provide written notice of the hearing including the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The decision of the Head of School shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated in writing to the student and the parent(s) as promptly as possible.

EXPULSION APPEAL TO THE BOARD

A decision to expel a student may be appealed to the Board. Request for a Board review of a decision to expel a student shall be made in writing to the Head of School within three (3) school days after receipt of the written decision from the Head of School. The Head of School shall provide the parent written notice of the date, time, and place of the meeting within five (5) school days of receipt of the appeal request. The hearing will be held in closed session unless a written request from the parent is made to hold it in open session. The granting of such a request will depend on the extent other student's information is implicated. The Board shall review the record created in the hearing before the Head of School and shall base its decision on that record. No new evidence will be presented to the Board. A student may be denied privileges of the campus pending an appeal of an expulsion decision.

EXPULSION APPEAL OF BOARD'S DECISION

The Board's decision may be appealed by *trial de novo* to a state District court in the county in which Westlake Academy's central administrative office is located. The student will remain expelled **pending the outcome** of the appeal. Parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, Assistant Principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal parent complaint process in accordance with Board Policy. This process may not be used to overturn a disciplinary assignment.

EXPULSION NOTICE TO AUTHORITIES

The Board or its designee shall deliver to the student and the student's parent or guardian a copy of the order expelling the student. The Board or its designee shall also mail a copy of the order to the student's school district of residence within three (3) business days after issuing the Order of Expulsion.

WITHDRAWAL DURING PROCESS OF EXPULSION

When a student recommended for expulsion withdraws from Westlake Academy before the placement order is completed, Westlake Academy may complete the proceedings and issue an order of expulsion.