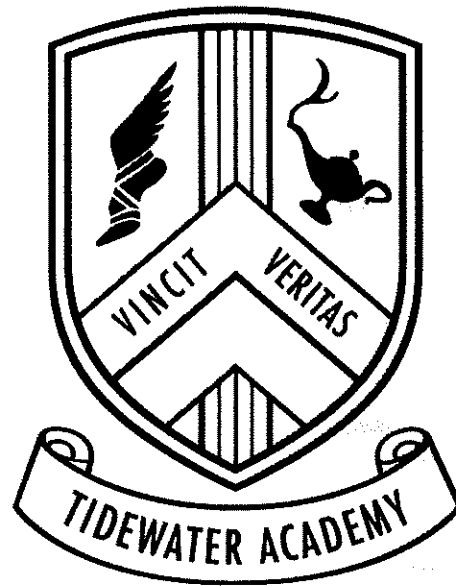


# **Tidewater Academy**

**“It’s a Great Day to Be a Warrior”**



## **Lower School Student Code of Conduct**

**2023-2024**

Tidewater Academy  
Lisa Francis, Head of School  
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## STUDENT CODE OF CONDUCT

The development, implementation, and enforcement of the student conduct policy is intended to ensure a safe, non-disruptive environment for effective teaching and learning.

Board of Directors, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. The Head of School has the responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards and to enforce the student conduct standards using reasonable judgment. Each parent has the duty to assist the school in enforcing the standards of student conduct and attendance. Students are expected to attend school regularly and to demonstrate good citizenship, enjoying the rights and fulfilling the responsibilities set forth in the student conduct standards.

The following Lower School Code of Student Conduct is written as a guide for administrators to use when determining disciplinary action. Every case will be given individual consideration by the teachers and administrators at Tidewater Academy. The final decision on the consequence for any unacceptable behavior rests with the school's administration/designee, or upon appeal, to the Board of Directors. Parents/guardians will be notified in writing of after school detention, in-school and out of school suspensions. Referrals will be used for infractions.

### LOWER SCHOOL STUDENT CODE OF CONDUCT

Offenses are listed in four categories, from least to most serious.

#### OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension requires that a student not attend school or any school-sponsored activity for a specified amount of time. Upon return to school, students have the opportunity to make up schoolwork after school by making appointments with the given teachers. Failure to make up the work will result in a zero being assigned for each missed assignment.

#### IN - SCHOOL SUSPENSION (ISS)

In-school suspension is a program in which students who are suspended attend school but do not attend their regular classes. Students assigned to ISS must report to the ISS room and spend the designated number of days in the ISS room where they will be given assignments by administration. In order to be readmitted to regular classes, students must complete all requirements of the monitor including classroom assignments, homework and following the ISS rules. Students will receive grades from their regular teachers for completed work. Days missed from class because of ISS will not be counted towards a student's maximum allotment of absences. The student will be counted present in class.

#### ISS Policies and Procedures for Lower School

- A. Students who have been assigned ISS must report to the ISS room by 8:00 AM
- B. All necessary books and school supplies must be taken to ISS when students report as students will not be permitted to go to lockers during the school day.
- C. Students will not be permitted to attend or participate in any school activities during the.
- D. Students must complete all ISS assignments before they will be readmitted to their regular classes.

E. Failure to abide by all rules may result in additional time in ISS or OSS.

F. Students who refuse to report to ISS may receive double the time for OSS.

**Administrative Discretion Clause:** In the event an offense is committed which is NOT specifically covered in this Student Code of Conduct, it shall be left to the administrator's discretion to levy a fair and justified

## CATEGORY I OFFENSES CONSEQUENCES

### **Cheating:**

Students shall not violate the Tidewater Academy's Honor Code. **This includes the use of text messaging to send/and/or receive. This is also considered an Honor Code violation.**

*1<sup>st</sup> offense - Zero on assignment/Parent Notified and 1 day ASD*

*2<sup>nd</sup> offense- Zero on assignment/Parent Notified and 1 day ISS*

*3<sup>rd</sup> offense- Zero on assignment/Parent Notified and 2 days ISS*

*\*A parent phone call and referral will be sent to the parents and a copy of the referral will remain in student's cumulative record until graduation.*

*\*Student will also be removed from National Honor Society*

### **COVID-19:**

*Students shall not pull on someone else's mask. Students shall not cough, spit, or get in someone else's personal space intentionally. Maintain Social Distancing.*

*1<sup>st</sup> offense – Warning/Parent Notified*

*2<sup>nd</sup> offense – 1 Day ISS/Parent Notified*

*3<sup>rd</sup> offense – 2 Days ISS/Parent Notified*

### **Classroom Disruptions:**

Students shall not engage in any conduct which causes disruption of the orderly operation of a classroom.

**The following is to be adhered to for Classroom Disruptions.**

**Step 1:** A student who is deemed to be disruptive and/or detrimental to the regular flow of instruction shall be removed only after the student has been redirected and warned. \*Parental Contact by the teacher shall be made (either through a written notification or phone call).

**Step 2:** The continued disruptive behavior by the student will result in the removal from class and the student is to be sent to ISS for a "Time Out". This procedure is to take place for all incidents of this nature.

**Step 3:** After a 3<sup>rd</sup> Time Out by the student, he/she will serve ASD for each offense.

**Step 4:** After a 4<sup>th</sup> Time Out, the student will serve a full day of ISS and serve ASD concurrently.

**Step 5:** Following a 5<sup>th</sup> Time Out, the student will be given (1-2) days of OSS.

A log of Timeouts will be kept by the teacher and administration.

### **Misconduct on the School Bus:**

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to administration by the driver and may have their riding privileges suspended. In such cases, the parents of the student become responsible for ensuring that their child gets to and from school safely.

*1<sup>st</sup> offense- 1 week off of the bus*

*2<sup>nd</sup> offense- 2 weeks off of the bus*

*3<sup>rd</sup> offense- 1 month off of the bus*

### **Horseplay:**

Students will not engage in rough or noisy pranks such as pushing, shoving, or other acts that interfere with the instructional process.

*1<sup>st</sup> offense- 1 day ASD*

*2<sup>nd</sup> offense- 1 day ISS and ASD*

*3<sup>rd</sup> offense- 1 day OSS*

### **Possession/Use of Electronic Device: Cellular phone, walkie-talkie and Electronic Devices for the intended use of entertainment purposes.**

Students shall not use these items at any time during instructional hours. **This includes cell phone usage of any kind.**

*1<sup>st</sup> offense- Confiscation\*, Warning and Parental Contact*

*2<sup>nd</sup> offense- Confiscation\* and 1 day ASD*

*3<sup>rd</sup> offense- Confiscation\* and 2 days ASD*

*A phone confiscated for a 3<sup>rd</sup> time will not be returned until the end of the semester.*

*\*Item will be returned only to the parent.*

## **CATEGORY II OFFENSES/CONSEQUENCES**

### **Bullying:**

Students, either individually or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying: physical intimidation, taunting, name calling, insults, comments regarding race gender, religion, physical abilities or characteristics of associates of the targeted person, and/or falsifying statements about other persons (i.e. starting rumors).

*1<sup>st</sup> offense- 1 day ASD and Parent Notification*

*2<sup>nd</sup> offense- 2 days ISS and ASD served concurrently/Parent Meeting*

*3<sup>rd</sup> offense- 1 day OSS*

### **Disobedience/Defiance:**

Students shall comply with a reasonable request by teachers or other school staff in a timely and respectful manner.

*1<sup>st</sup> offense- 1 day ASD*

*2<sup>nd</sup> offense- 1 day ISS and ASD*

*3<sup>rd</sup> offense- 1 day OSS*

### **Disrespectful/Rude:**

Students shall be respectful and courteous toward school staff and each other and refrain from any rude or argumentative statements. Examples: Talking back, shouting or walking away

*1<sup>st</sup> offense- 1 day ASD*

*2<sup>nd</sup> offense- 1 day ISS and ASD*

*3<sup>rd</sup> offense- 1 day OSS*

### **Failure to Attend ISS:**

Students assigned to ISS must report to the ISS room and complete all assigned days in ISS.

*1<sup>st</sup> offense- OSS equal to assigned ISS time*

### **Use of Profanity (non-staff directed):**

Students will not use profane or obscene language or make obscene gestures at school or at any school sponsored activity.

*1<sup>st</sup> offense- 1 day ISS and ASD*

*2<sup>nd</sup> offense- 2 days ISS and ASD*

*3<sup>rd</sup> offense- 1 day OSS*

## **CATEGORY III OFFENSES/CONSEQUENCES**

### **Damaging Another Person's Property:**

Students will not damage another person's property including but not limited to clothing, class projects, automobiles, etc.

*1<sup>st</sup> offense- 3 days ISS and ASD*

*2<sup>nd</sup> offense- 3 days OSS with Principal/Parent Conference*

*3<sup>rd</sup> offense- 10 days with a possible recommendation for expulsion.*

### **Fighting/Physical Attack (non-staff directed):**

Students shall not fight or engage in any violent or dangerous behavior by actively trying to inflict bodily harm by pushing, kicking, tripping, biting, spitting, hitting, scratching, pulling hair or striking with a foreign object.

**When two students are actively fighting, both are subject to suspension. When one person attacks another for no apparent reason in an angry, hostile manner, causing the other to suffer pain and bodily injury, and the second party fails to retaliate, only the person doing the attacking will be suspended.**

*1<sup>st</sup> offense- 5 days OSS*

*2<sup>nd</sup> offense- 7 days OSS*

*3<sup>rd</sup> offense- 10 days OSS with possible recommendation for expulsion*

### **Inappropriate Use of the Internet:**

Students will refrain from utilizing the TA Internet access without proper authority. This would include unauthorized use of sign-on codes, unauthorized attempts of bypassing the firewall in an effort to use any type of proxy server and/or to contact any school computer site from any computer station (home or school).

*1<sup>st</sup> offense- 5 days OSS with loss of computer privileges*

*2<sup>nd</sup> offense- 7 days OSS*

*3<sup>rd</sup> offense- 10 days OSS with possible recommendation for expulsion.*

### **Stealing:**

Students will not steal property or possess stolen property. Example: stealing clothing, jewelry, books, or other items.

*1<sup>st</sup> offense- 3 days OSS and restitution*

*2<sup>nd</sup> offense- 5 days OSS and restitution*

*3<sup>rd</sup> offense- 10 days OSS and restitution with possible recommendation for expulsion*

**Use of Profanity and Abusive language (staff directed):**

Student will not use profane or obscene language or make obscene gestures toward any staff member. This includes "giving the finger."

*1<sup>st</sup> offense- 5 days OSS*

*2<sup>nd</sup> offense- 7 days OSS*

*3<sup>rd</sup> offense- 10 days OSS with possible recommendation for long-term suspension or expulsion*

*\*Principal/Parent Conference will be required for each offense.*

**CATEGORY IV OFFENSES/ CONSEQUENCES**

**Fighting/Physical Attack/Intimidation/  
Threatening/Stalking (staff directed):**

Students will not threaten to use or use physical force or violence against any staff member to include tearing clothes or threatening to seize or strike a staff member.

*1<sup>st</sup> offense- 10 days OSS with recommendation for expulsion;*

*Principal/Parent Conference*

**Vandalism:**

Students will not willfully destroy school property.

*1<sup>st</sup> offense- 10 days OSS with recommendation for expulsion;*

*Head of School/Director of School/Parent Conference*

**Weapons and Dangerous Instruments/ Objects:**

Students will not possess, handle, transport, or use any weapon or dangerous instrument or object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. This definition is to include but is not be limited to: guns, look-alike guns, any size or shape of knives or blades, box cutters, razors, ammunition, stun guns, multi-fingered rings, metal knuckles, nun chucks, clubs, ice picks and antipersonnel spray (e.g. mace or pepper spray).

*1<sup>st</sup> offense- 10 days OSS and confiscation of the weapon (not to be returned) with recommendation for expulsion;*

*Principal/Parent Conference*