

Riverwalk Academy's Code of Conduct is supported by the **Conscious Discipline** (CD) behavior model designed by Dr. Becky Bailey. Through CD, we teach what we value.

Riverwalk Academy staff members believe in what we refer to as the "3C's."

1 – **C**ontrolling and changing ourselves is possible and has a profound impact on others,

2 - **C**onconnectedness governs behavior and

3 – **C**onflict is an opportunity to teach a missing skill.

It is the responsibility of the Riverwalk Academy Staff to keep our school safe. It is the responsibility of our learners to help us keep our school safe. We believe in providing our learners with the skills they need to make choices that are both helpful and safe for our school family. These skills are:

- **Composure** – Remaining calm and focused on our values.
- **Assertiveness** – Using your voice with clarity.
- **Encouragement** – We are in this together.
- **Choices** – Strategies for problem solving.
- **Empathy** – Understanding our emotions.
- **Positive Intent** – Recognizing good Intentions.
- **Consequences** – Owning our actions and becoming aware of their effect.

We believe the 7 skills listed above are essential to facilitate an environment conducive for learning.

Our Core Values:

- All children can learn.
- Each child is an individual with a unique set of needs, ambitions, experience levels and learning styles.
- A stable system of support is essential to learning.
- Quality education is directly related to the quality of relationships between facilitators, learners, and parents.
- Learners can achieve for quality, not only in academics, but in all aspects of life.
- Quality is best obtained by gathering data and using that data to drive academic and social instruction as well as the development of the learner's Individual Learning Plan (ILP).

- The effective use of technology can be a powerful tool to enhance and individualize the educational experience.
- We are a school family.
- We reach out to our communities for meaningful involvement locally to serve those around us.

The conduct expectations described in this document were developed to keep the students safe. They ensure we maintain order as well as successfully achieve academic growth and social development. These rules apply to our learners in all settings related to school including:

- While on School Property,
- While attending school related functions (field trips, internships, school sponsored events, festivals and celebrations, and includes the time during the event regardless is if the event is hosted on-site or off-site, as well as during transportation to and from the event or function),
- During transportation to and from school and
- While aboard any vehicle designated as a school transportation vehicle during transport to school sanctioned events or functions.
- When using electronic devices where peers, both on and off school property are impacted

Definitions:

Parent Partners: refers to the parent, legal guardian, or any person or entity that is responsible for the learner.

Board: refers to the governing board of the Riverwalk Academy

Administrator: refers to the principal and/or the Assistant Principal of our school, and/or the designee of the principal.

School: refers to Riverwalk Academy – a free public charter school governed by the Riverwalk Academy Governing Board – a distinct and legally separate entity from the South Carolina Public Charter School District (SCPCSD)

Facilitators: Our class leaders (teachers) who create learning environments

Learners: Our children (students)

Learner's Rights and Responsibilities

Learner Rights:

- To pursue a successful education in a safe environment
- To receive fair and equitable treatment without discrimination in every aspect of the educational system
- To be given the opportunity to be heard, as well as, have witnesses and/or an advocate speak on one's behalf
- To discuss educational concerns with facilitators and other school staff
- To be informed of their responsibilities, rights, and discipline policies
- To be treated respectfully and as an individual
- To expect learning to be relevant to life
- To resolve problems and issues while providing dignity for all

Learner Responsibilities:

- To help keep our school safe.
- To become productive citizens
- To respect the personal, civil, and property rights of others
- To dress appropriately according to the school dress code
- To develop a sense of responsibility for personal choices
- To attend school regularly, arrive on time, and bring materials
- To treat all staff members, fellow classmates and any visitors with respect

Parents Rights and Responsibilities

Parent Partner Rights:

- To receive fair and respectful treatment
- To expect and safe learning environment for their child(ren)
- To visit the school
- To view their students records
- To routinely receive updates on their student's academic and overall progress
- To be consulted and included in decision-making regarding their child as soon as possible
- To request and be granted conferences with school personnel

- To be informed of the School Code of Conduct, Disciplinary Process, and all other school policies

Parent Partner Responsibilities:

- To comply with South Carolina laws related to compulsory attendance
- To ensure their child(ren) arrive at school on time and leave school in accordance with school dismissal policies and procedure
- To participate in parent events
- Support student sponsored activities
- Treat the administration and all school staff with respect
- To conduct themselves in a safe and helpful manner when attending school events, on or off of school property, interacting with school personnel, and interacting with other parents during school events or on school property
- To respect the rights, dignity, and confidentiality of learners, parent partners, guardians and staff
- To collaborate with school staff to support their children's success in academic and social pursuits
- To celebrate their child(ren)'s success in school
- To complete all school paperwork including ~~updated~~ personal contact and student enrollment information as well as emergency notification contact information each year.
- To update contact information within 48 hours of a change
- To respond in a timely manner to any notification or contact from the school
- Parents who are repeatedly disrespectful to staff and students could be banned from the school property.

School Personnel Rights and Responsibilities

School Personnel Rights:

- To be treated with dignity, courtesy and respect
- To work in a safe atmosphere conducive to learning
- To be present at student/parent conferences
- To be involved in the decision-making process for the school
- To have a safe working environment

- To be provided with resources necessary to carry out responsibilities including professional development and professional guidance, materials, and training

School Personnel Responsibilities:

- To participate with parents, community, and staff in school decisions
- To accept shared responsibility for control and discipline of learners
- To respect the rights, dignity, and confidentiality of learners, parent partners, guardians, and other staff
- To be proactive toward resolving issues
- To establish a safe environment that supports the school mission and core values
- To inform and consult parents in assessing the needs and progress of students
- To be responsive to learner needs
- To provide equitable learning
- To act in a courteous and responsible manner in all school-related activities
- To be fair, equitable, and consistent in all interactions
- To dress in a professional manner conducive to the learning process and the academic plan for students

Code of Conduct

Level 3 Offenses:

All Level 3 Offenses are Zero Tolerance Behaviors that constitute safety violations and/or criminal misconduct. The learner who commits a level 3 violation will be suspended.

In some cases, a level 3 offense could warrant a recommendation for expulsion. To begin Expulsion Procedure, in all cases, the principal, designee, **WILL** refer the student to the Riverwalk Hearing Evidentiary Committee. The Hearing Evidentiary Committee (which includes 2 board members, 1 administrator, 1 legal representative, and 1 special education teacher or social worker.) This committee will designate a member of the school staff as the Hearing Officer. In

such cases, Administration **WILL** suspend the student until an expulsion hearing has been held, and **WILL** refer the incident to the appropriate law enforcement agency to determine what other legal steps are appropriate.

Penalty for Level 3 Offenses can include Expulsion for the remainder of the school year up to and including 365 calendar days. In cases where the learner's presence on campus creates a disruption to the educational process, or violation of other weapons, drug, and alcohol, or sexual misconduct has occurred, the principal **WILL** refer the learner to the School Hearing Officer for expulsion procedures, suspend the learner until an expulsion hearing has been held and refer to appropriate law enforcement officials.

Note: A student with a disability or handicap may not be suspended for more than (10) cumulative school days in a year without holding a manifestation of disability meeting with appropriate members of the IEP team.

The 2015-2016 Hearing Committee Team Members are:

Board Member - Kayla Thorne

Board Member - Rick Carter

Principal - Charlie French

Special Education Teacher – Rebecca Ratliff

Attorney – Julia Copeland

Hearing Officer – Kelly Scott

Level 3 Offenses include but are not limited to:

- Bomb Threats (Verbal or written, whether or not a device actually exist.)
- Arson or Attempted Arson (deliberately setting fire to property)
- Unauthorized activation of a fire alarm
- Participation in an act of mob or gang violence
- Hazing (Forcing another to do unpleasant or humiliating acts)
- Extortion (Attaining something by threats or blackmail)
- Burglary (Entering an area illegally to commit a crime, especially theft)

- Terroristic Threats or Activity
- Weapons Violations (e.g. including possession of a weapon such as a knife, gun, or any other item that can be used while fighting or that could cause ~~unde~~ harm to another person, concealment of a weapon, brandishing (to wave a weapon as a threat) a weapon, or threatening the use of a weapon, whether or not that weapon is actually possessed by the aggressor)
- Drug Violations (e.g. possession of, use of, or intent to distribute drugs including, but not limited to: marijuana, crack, heroin, cocaine, methamphetamine, hallucinogenic, alcohol, illegal or controlled substances)
- Physical Assault (A learner may not intentionally, maliciously or recklessly cause or attempt to cause bodily injury to any employee of the school, visitor, or other learner while under the jurisdiction of the school authority)
- Sexual Assault (A learner may not direct any sexual act against another person forcibly or against that person's will (e.g. rape, any unwanted sexual contact)
- Firearm or Bomb (A learner may not possess, handle, transport any firearm or any device that contains combustible material and/or a fuse, detonator or timer of any kind whether assembled. Firearms are considered rifles, pistols or other handgun, including pellet guns.)

Level 2 Offenses:

Violations of Level 2 Offenses the principal, or designee may suspend the learner for not more than (10) days out of school, and may also refer the learner to the Hearing Officer for expulsion procedures and to the appropriate law enforcement agency to determine if other legal steps are appropriate.

At the Administration or the Hearing Officer's discretion, one of the following sanctions/penalties may be imposed:

- Written warning and return to school
- Suspension either in or out of school

- Refer to the Hearing Committee for Expulsion
- Implementation of an Intervention Plan or Behavioral Contract (See Details at the end of the Code of Conduct Section.)

The Hearing Officer, or administration may choose to append (upgrade) any Level 2 Offense to a Level 3 Offense. In these cases, a parent/guardian will be notified in writing of the suspension or expulsion procedures and the learner's due process rights.

Level 2 Offenses include, but are not limited to:

- Other Weapons Violations (e.g. learners may not handle, posses, or give to someone else any object or a reasonable replica of, or could be thought of as a weapon – razor blade, bullets, box cutter, utility or multipurpose tool (e.g. Swiss Army Knife), firecrackers, brass or metal knuckles, pocket knife or other small knife, etc.)
- Vandalism/Theft – A learner may not willfully nor maliciously damage, steal, or destroy the property belonging to another, including school or private property
- Threats – A learner may not make a threat to do bodily harm to another person, members of his family, or damage to his personal property
- Other Unlawful Activities – A learner may not disrupt, either intentionally or unintentionally, the orderly operation of the school by his involvement in any unlawful activities (e.g. possessing or selling look-alike drugs, distribution of unauthorized materials, possession of drug paraphernalia, possession or distribution of obscene materials, bullying, etc.)
- Fighting – A learner may not engage in the exchange of mutual, physical contact, with or without injury
- Sexual Misconduct – As learner may not engage in sexual behavior including: consensual intercourse, sexual harassment, groping or indecent exposure
- Trespassing – No learner may enter or access school property outside of school hours or during sanctioned school events without prior written approval from the principal or the

principal's designee. A learner may not be present on school property while suspended or expelled

- Habitual Disregard of School Rules – Repeated occurrences of not following school rules regardless of staff efforts to correct such behavior
- Possession of Gang-Related or Other Inappropriate Materials – A learner may not possess, distribute, wear/display any written material or inappropriate material that may affect the orderly operation of the school, or endanger the safety of any student, employee, or any visitor to the school
- Bullying (Bullying is an imbalance of power or perceived power. The power can be used to control or harm others, physically, verbally or mentally. Acts of bullying including repeated threats using coercion against family/friends, verbal or physical threats or unwanted aggression.)
- Cyber Bullying (Bullying through use of technology devices such as computers, cell phones and tablets as well as social media sites, text messages, chats and websites. Examples include, but are not limited to, mean text messages or emails, rumors sent by or posted on social networking sites and/or embarrassing pictures or videos.)
- Use/Possession of Tobacco Products/Paraphernalia
- Class Cutting or skipping school

Level 1 Offenses:

Facilitators make all efforts to handle Level One Offense Violations within the classroom with classroom management and applying Conscious Discipline principles and strategies created by Dr. Becky Bailey. Facilitators who are unable to redirect learner behavior and keep the classroom environment safe may refer a learner to the administration. If a learner refuses to participate in keeping the classrooms safe, the principal or the principal's designee may become involved.

Level 1 Offense Violations include, but are not limited to:

- Horseplay (whether or not it results in bodily injury)

- Refusal to Obey (basic school rules, dress code, class procedures, class instructions, being repeatedly unprepared for class, etc.)
- Disrespectful and/or Inappropriate Remarks/Gestures to staff, visitors or fellow learners (e.g. name calling, mocking, teasing (making fun of someone in a playful or annoying way), taunting (to provoke or challenge someone with insulting remarks).
- *Class Cutting*
- Disruption of Class/School Activity/Function
- Profanity
- Cheating
- Violation of Electronic Devices policy
- Unauthorized or Misuse of Internet or School Technology
- Other behaviors deemed disruptive by the staff

At the administrator's discretion, a Level 1 Offense may be appended (upgraded) to a Level 2 Offense and the learner may be referred to the Hearing Officer for consideration of suspension or expulsion.

The administrator may recommend a learner with repeated level 1 behavior challenges to the School Response To Intervention (RTI) Team. This team will meet to discuss the history of the learner's behavior and determine if the learner needs more intense Conscious Discipline strategies. If the team determines a learner needs these strategies, a meeting will be held with the learner's parent to set up a modified behavior plan and discuss strategies to be implemented. A plan is developed and followed. The team will meet regularly to discuss the progress of the learner. While the learner is receiving intense interventions, he or she may still be referred to the office, and could still be suspended. While interventions are implemented, the principal may still determine a learner is ineligible to participate in school functions, outside school sanctioned activities, deny the learner access to privileges in school, or limit student involvement in programs as deemed appropriate by the administrator or the school intervention team.

The administration reserves the right to discontinue an RTI plan, or intensify an RTI plan. Learners can be removed from the RTI plan and placed on a Behavioral Contract. In all cases, we will make the best effort to connect with the learner to find an effective way to create a safe classroom and school environment.

Behavior Contract Guidelines:

Once a learner has received out of school suspension twice in a school year, administration reserves the right to place the learner on a Behavioral Contract. The Behavioral Contract will determine the student's future eligibility to remain enrolled at Riverwalk Academy. The Contract will include the learner's previous behavior and suspension information. From the date of the contract, the learner will be placed on probation for the remainder of the school year. Should the learner be suspended again in the same school year during the probation period, it will be for no less than 5 days. He/she will then be referred to the Hearing Committee. Once administration has referred a learner to the Hearing Committee, they may also be referred for expulsion for the remainder of the school year or up to 365 calendar days. During the suspension period, the learner will be brought before the Hearing Committee who will determine if he/she will be allowed to remain enrolled at Riverwalk Academy. The parents and the learner are invited to attend the hearing. If the Hearing Committee determines the learner would likely continue to be a disruption to the learning process and the classroom environment, the committee may expel the learner, effective immediately following the hearing. Should the Hearing Committee allow the learner to remain enrolled, they will also determine future consequences for suspensions. Their allowances will be noted in the Behavioral Contract during the hearing and implemented immediately and for the remainder of the time the learner is enrolled at Riverwalk Academy.

Note: A student with a disability or handicap may not be suspended for more than (10) cumulative school days in a year without holding

a manifestation of disability meeting with appropriate members of the IEP team.

Note: Parents have the right to appeal suspension decisions to the school board.