# **Student Code of Conduct**

KTEC High School is committed to providing a safe, engaging, and supportive learning environment where all policies are enforced fairly and consistently. KTEC High policies and regulations emphasize instruction and rehabilitation rather than punishment and are designed to foster and reward appropriate behavior and keep students connected to school while developing the skills to be college and career ready.

The KTEC High Student Code of Conduct provides a framework to support behavioral goals and disciplinary policies. All students are expected to be aware of and abide by this Student Code of Conduct. Parents/guardians are encouraged to read the Student Code of Conduct carefully and to discuss the information with their children. KTEC High School employees will follow the Student Code of Conduct when supporting students and in determining the consequences for violations.

# KTEC High Student, Staff, Family and Community Commitments

### **Overarching Commitments**

The connections we establish by valuing our students, families and colleagues will empower our children to achieve success. All operations will be responsive, accountable, efficient, and student-centered. Schools, families, and community partners, working together, will deliver on these overarching commitments through a focus on student-centered practices, inclusive relationships, and responsive and efficient operations.

#### **Student Expectations**

- Attend and engage in all learning experiences.
- Complete independent learning experiences and submit assignments in a timely manner.
- Give your best effort and persist in your work.
- Seek clarification, when needed, to understand the expectations for grading and attendance.
- Set personal goals and be aware of your academic progress.
- Ask questions and actively seek assistance from teachers and other school staff when you need support.
- Build positive and supportive relationships with students and staff, demonstrating the acceptance of differences, with regards to, but not limited to, race, gender, gender identity, sexual orientation, socioeconomic status, religion, language, disability, etc.
- Practice self-care strategies and seek well-being supports when needed
- Be knowledgeable about KTEC High policies, regulations, and available resources for students.
- Recognize how actions affect other students and school staff and, if harm occurs, that there is an opportunity to restore relationships.
- Avoid participating in any behavior or activity that intentionally or unintentionally causes harm to yourself or others.
- Create a learning environment to support your academic success.
- Co-create a positive classroom community where all students can learn in a supportive, safe, and welcoming environment.
- Seek and participate in opportunities to express values, opinions, beliefs, and perspectives in a respectful and civil manner.

#### **Staff Responsibilities**

- Be knowledgeable about KTEC High policies, regulations, and available resources to support students and staff.
- Establish a positive school culture that focuses on building relationships with staff, students, families, and community
- Support students' social-emotional skills development by providing a safe, nurturing, and inclusive culture that embraces diversity and racial equity.
- Adhere to KTEC High expectations for consistent delivery of instructional content and messaging by planning high quality instruction that meets the needs of diverse learners.
- Ensure students receive required special education services,
   Section 504 accommodations, and other necessary supports to address diverse learning needs.
- Monitor, support, and co-create a classroom community where all students can learn in a positive, supportive, safe, and welcoming environment.
- Encourage students to establish a learning environment that supports their engagement.
- Seek out support, when needed, for professional and/or technological challenges.
- Prioritize self-care practices/strategies and personal well-being.
   Resources are available to support you.
- Accept and support students' identities and experiences with regards to, but not limited to, race, gender, gender identity, sexual orientation, socioeconomic status, religion, language, and disability. Demonstrate how different backgrounds being represented in the classroom can enhance student engagement.
- Acknowledge and seek to correct personal biases and assumptions about students' backgrounds.
- Communicate with families in a timely manner that is accessible and easily understood.
- Cooperate, coordinate, and collaborate with families to enhance learning opportunities, personal and academic growth, and school success for all students.
- Acknowledge positive and appropriate student conduct, while striving to recognize and eliminate disproportionality in discipline. Administer discipline fairly, consistently, and equitably, as required.
- Apply de-escalation strategies and provide time and space for students and/or staff to reset. Request support as needed.

### **Family Best Practices**

- Support your child's attendance and engagement in all learning experiences.
- Create a learning environment at home to support your child's academic and social-emotional learning.
- Encourage and reinforce the importance of your child building
  positive relationships by demonstrating the acceptance of
  differences with regards to, but not limited to, race, gender,
  gender identity, sexual orientation, socioeconomic status,
  religion, language, disability, etc.
- Support your child in using self-care strategies to help achieve their goals and maintain well-being.
- Establish regular communication with your child's teachers to clarify learning expectations and support academic and social emotional progress.
- Encourage your child to seek assistance and support from KTEC High staff and advocate for them, when necessary.
- Be active in your child's educational growth by participating in family activities that support learning and well-being outside of the school setting.
- Send your child to school prepared and ready to learn and, upon returning home, assist them with homework and other school assignments.
- Review Parent Portal on Skyward for student progress reports and report cards and to monitor attendance and academic progress.

- Be knowledgeable about KTEC High policies, regulations, and available resources to support your child.
- Work with staff to reinforce consequences and lessons learned from violations of the Code of Conduct.

#### **Community Partners Support**

- Establish and maintain positive relationships with all stakeholders.
- Provide resources (human, financial, etc.) to support the success of school stakeholders.
- Participate in school activities as opportunities to build relationships that are supportive student learning.
- Promote and practice making school a positive, supportive, safe, and welcoming place for all students and staff.
- Be knowledgeable about KTEC policies and regulations.
- Encourage and reinforce the importance of students building positive relationships by demonstrating the acceptance of differences with regards to, but not limited to, race, gender, gender identity, sexual orientation, socioeconomic status, religion, language, disability etc.
- Help students and families access supportive groups or programs designed to improve their academic outcomes, such as counseling, after-school programs, and mental health services available in the school and community
- Invest in student achievement and well-being.

# **Levels of Responses**

These responses should be used in a progressive fashion, with lower-level responses being used before implementing higher level responses.

# Level 1

## Classroom, Support Responses (Staff-Led)

- These responses are designed to teach appropriate behavior and build and restore relationships, so students understand their impact on others, can learn, and can contribute to a safe environment.
- When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of responses and change the conditions that contribute to the student's inappropriate or disruptive behavior.

# Level 2

### Classroom, Support, and Removal Responses (Staff-Led)

- These responses are designed to teach appropriate behavior and build and restore relationships, so students behave respectfully, understand their impact on others, and can learn and contribute to a safe environment.
- Many of these responses engage the student's support system and are designed to alter conditions that contribute to the student's inappropriate or disruptive behavior.

# Level 3

### Support and Removal Responses (Administrator-Led)

- These responses engage the student's support system to ensure successful learning, to build and restore relationships, and to alter conditions that contribute to the student's inappropriate or disruptive behavior.
- These responses may involve the short-term removal of a student from the classroom. Such a removal should be limited as much as possible without undermining its ability to adequately address the behavior.

# Level 4

### Support, Removal, and Out-of-School Exclusionary Responses (Administrator-Led)

- These responses address serious behavior while keeping the student in school, or, when necessary due to the nature of the behavior or potential implications for future harm, remove a student from the school environment.
- They promote safety of the school community by addressing behavior that is dangerous to the student or the community.

# Level 5

### Long-term, Out-of-School Exclusionary and Referral Responses (Administrator-Led)

- These responses remove a student from the school environment for an extended period of time because of the severity of the behavior and potential for future harm.
- They may involve the placement of the student in an alternate safe environment that provides additional structure and services.

# **Responses for Violations of Behavior and Discipline Policies**

KTEC High employees have the responsibility for taking appropriate actions when a student is involved in a situation that disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

- The severity of the incident.
- A student's previous violations and/or responses for the same or a related offense.
- Whether the offense interfered with the rights/privileges/responsibilities/property of others.
- Whether the offense posed a threat to the health or safety of themselves or others.
- Whether the student has an Individualized Education Plan (IEP), 504 Plan, or Behavioral Intervention Plan.
- The logical relationship between the offense and the response.
- The age-appropriateness of the consequence.
- Any specific responses articulated in Governance Board policy.

Responses are NOT listed in a particular order of use. They should be used in a progressive and integrated fashion.

LEVEL 1: Examples of Classroom, Support Responses (Staff-Led)						
Redirect/Correct Behavior and Support	Improve Lagging Skill(s)		Prevent and/or Reduce Harm (For the			
Student Growth				Student or Others)		
<ul> <li>Conversation with student</li> <li>Check-in/checkout</li> <li>Behavior charts</li> <li>Data collection</li> <li>Verbal correction</li> <li>Written reflection/apology or reminders/redirection</li> <li>Role-play</li> <li>Daily progress/feedback form</li> <li>General social-emotional skill instruction (SEL) and practice (e.g., morning meetings, C3)</li> <li>Identification of lagging skills or skill gaps</li> <li>Additional PBIS strategies</li> <li>Parent outreach (two-way communication)</li> </ul>	•	Social-emotional skills instruction (SEL) Conference with Student Services staff	•	Time and space provided (in or out of class) for de-escalation and/or to receive additional support Temporary loss of classroom privileges		

LEVEL 2: Examples of Classroom, Support, and Removal Responses (Staff-Led)						
Redirect/Correct Behavior and Support	Improve Lagging Skill(s)	Prevent and/or Reduce Harm (For the				
Student Growth	<del></del>	Student or Others)				
<ul> <li>All Level 1 Responses</li> <li>Parent and student conference with teacher</li> </ul>	<ul> <li>All Level 1 Responses</li> <li>Targeted social-emotional skill instruction (SEL)</li> <li>Referral to Student Support Team (SST) for problem-solving and support</li> </ul>	<ul> <li>All Level 1 Responses</li> <li>Time and space provided for an extended period (in or out of class) for de-escalation with the assistance of an adult, if needed, and/or to receive additional support</li> <li>Loss of privileges</li> </ul>				

LEVEL 3: Examples of Support and Removal Responses (Administrator-Led)						
Redirect/Correct Behavior and Support	Improve Lagging Skill(s)	Prevent and/or Reduce Harm (For the				
Student Growth	<b>→</b>	Student or Others)				
All Level 1 and Level 2 Responses	<ul> <li>All Level 1 and Level 2 Responses</li> </ul>	All Level 1 and Level 2 Responses				
<ul> <li>Parent and student conference with</li> </ul>	<ul> <li>Referral to Student Support Team (SST)</li> </ul>	<ul> <li>Detention/Extended school day</li> </ul>				
administrator	to consider additional supports and	<ul> <li>In-school suspension</li> </ul>				
Behavioral contract created with student	interventions	<ul> <li>Removal from extracurricular activities</li> </ul>				
input	<ul> <li>In-school intervention</li> </ul>					
<ul> <li>School community service</li> </ul>						

LEVEL 4: Examples of Support, Removal, and Out-of-School Exclusionary Responses (Administrator-Led)					
Redirect/Correct Behavior and Support		Improve Lagging Skill(s)	Prevent and/or Reduce Harm (For		
Student Growth		<b>←</b>		Student or Others)	
All Level 1, Level 2, and Level 3	•	All Level 1, Level 2, and Level 3	•	All Level 1, Level 2, and Level 3	
Responses		Responses		Responses	
	•	Referral to Student Support Team (SST)	•	Restricted access	
	•	to consider additional supports and	•	Short-term suspension <sup>^</sup>	
		interventions	<u> </u>		
^Prompt parent/guardian notification required					

LEVEL 5: Examples of Long-term, Out-of-School Exclusionary and Referral Responses (Administrator-Led)					
Redirect/Correct Behavior and Support	Improve Lagging Skill(s)	Prevent and/or Reduce Harm (For the			
Student Growth	<b>*</b>	Student or Others)			
All Level 1, Level 2, Level 3, and Level 4     Responses	All Level 1, Level 2, Level 3, and Level 4 Responses	<ul> <li>All Level 1, Level 2, Level 3, and Level 4     Responses</li> <li>Long-term suspension^</li> <li>Extended suspension^</li> <li>Expulsion^</li> <li>Consultation with a School Support Team member</li> </ul>			
^Prompt parent/guardian notification required					

### **Definitions**

**In-school Intervention** - The opportunity afforded a student, after the student is removed to an alternate location within the school, to continue to:

- Appropriately progress in the general curriculum.
- Receive the special education and related services specified on the student's IEP if the student is a student with a disability in accordance with KTEC Board policy.
- Receive accommodations as specified in the student's 504 Plan.
- Receive instruction commensurate with the program afforded to the student in the regular classroom.
- Participate with peers as they would in their current education program to the extent appropriate.

**Suspension** – The denial of a student's right to attend regular classes or school for a specified period for cause. Suspension includes extended suspension, in-school suspension, short-term suspension, or long-term suspension.

- In-School Suspension The removal of a student within the school building from the student's current education program to another location within the school building for up to, but not more than, 10 school days in a school year for disciplinary reasons as determined by the principal.
- Short-Term Suspension The removal of a student from school for up to, but not more than, three school days for disciplinary reasons as determined by the principal.
- Long Term Suspension The removal of a student from school for 4–10 school days for disciplinary reasons as determined by the principal.
- Extended Suspension The removal of a student from school for 11–45 school days for disciplinary reasons as determined by the principal.

**Expulsion** – KTEC High School may permanently expel from the school any student whose misconduct, disobedience, and/or violation of the Code of Student Conduct warrants this sanction. No student shall be expelled without the opportunity for a formal expulsion hearing before the KTEC High Board. Expulsions will be brought to the BOD by the principal or designee as a recommendation. The KTEC Board will follow policy and follow due process requirements to ensure that expulsion proceedings will be held in abeyance pending a Manifestation Determination Review for students with disabilities.

**Corporal Punishment** – KTEC High prohibits the use of corporal punishment, which is defined as physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules.

**Restricted Access** – Limitation of a student's presence on school property.

**Closed Campus-** No student may leave campus at any time during the school day without first obtaining parent permission via note from their parents and coordinated with the office as outlined in the student handbook.

LEVEL 1		LEVEL 2	LEVEL 3	LEVEL 4	LEV	EL 5
Classroom, Supp	Classroom, Support Classroom, Su		Support and Removal	Support, Removal, and	Long-term, 0	Out-of-School
Responses	· ·			and Referral		
(Staff-Led)					onses	
	(Administrator-Led) (Administ					
Offense	Definition					
Absent from class		to attend a class or sign into a des			lissing from a	Levels 1–3
without permission		signed-in area for more than 20				Levels 1- 5
Academic Dishonesty/ Plagiarism	Academic dishonesty through cheating, copying, plagiarizing, or altering records, or assisting another in such actions.  Plagiarizing, such as by taking someone else's work or ideas; forgery, such as faking a signature of a teacher or parent; or cheating.					
Alcohol Violation	Possess or distr	sion or use of any alcoholic substa ibute.	nce, including constructive posse	ssion and possession with intent	to sell, deliver	Levels 3-5
Arson/Fire Violation	Attemp	oting to, aiding in, or setting fire to	o (or in) a school building or to oth	ner school property.		Levels 3-5
Assault and/or Battery on Staff (includes threat against and/or physical attack on an KTEC High employee)	harm. A assault substar reasona blatant	Any attempt or threat to inflict an assault may be communicated which is unwanted sexual contact acc or force put in motion by the able feeling of apprehension or di disregard for the safety of emplo t, disregard of directions, or the f	in a behavioral, oral, written, or et or threat. Battery – The touchin aggressor, which is not consented scomfort; may be accompanied byees or other persons evidenced	electronic manner. Assault include g of another person by the aggres I to by the other person and resul y circumstances which reflect the by, but not limited to, the studen	es sexual ssor or by some ts in a e student's	Levels 3-5
Bullying, Cyberbullying, Harassment and Intimidation	imbalar must bi academ highly li Cyberb occur ti content person. Harassi race, et identity disabiliti	g – Unwanted, demeaning behavince. The behavior is repeated, or it is intentional and include: 1) an implice power to control, exclude, or his likely to be repeated based on evicullying – Bullying that takes place through texting, apps, or online viat. Cyberbullying includes sending, and the can include sharing personal of ment – Includes actual or perceives thinicity, national origin, immigration, gender expression, religion, and try, or political opinion.  ation – Any communication or actinferiority. Retaliation may be coinferiority. Retaliation may be coinferiority.	is highly likely to be repeated, over abalance of power (students who narm others), and 2) repetition (but dence gathered).  over digital devices like cell phone a social media, forums, or gaming posting, or sharing negative, harr reprivate information about some end negative actions that offend, right on status, family/parental or mare testry, physical attributes, socioection directed against another perstanding the status of the s	er time. To be considered bullying bully use their physical, emotionallying behaviors happen more the es, computers, and tablets. Cyber where people can view, participanful, false, or hurtful content aboune else causing embarrassment dicule, or demean another person ital status, sex, sexual orientation onomic status, physical or menta	the behavior al, social, or an once or are rbullying can te in, or share out another or humiliation. In regarding a gender I ability,	Levels 3-5
Destruction of Property/ Vandalism	Causing accidental or intentional damage, destruction, or defacement (including graffiti) to school/other's property.  Property damage of KTEC High property, supplies, or equipment can be subject to restitution to KTEC High.					Levels 1-5
Discrimination	Any act or omission due to an individual's status or perceived status in a protected class that creates an intimidating, hostile, or offensive working or educational environment; or substantially interferes with an individual's ability to work, learn, or otherwise is sufficiently serious to limit an individual's employment opportunities, or to limit a student's ability to participate in or benefit from the educational program.					Levels 2-5
Disrespect	Making	intentional and harmful gestures asubordinate: repeatedly or persi	s, verbal or written comments, inc		ools to others.	Levels 1-3
Disruption	Intentionally engaging in behavior distracting from the learning environment or school-related activities including behavior that originates off campus and/or affects the safety of others. (This can include the use of technology and social media.)					Levels 1-4
Dress Code Violation	harmfu related	g attire, including wearable techr I activities, or that could endange activities.	r the health or safety of that stud	ent or others during school hours	and school-	Levels 1-2
Drug Violation	inhalan	sion or use of (including construct ts or other intoxicants; controlled nes/products look-a-likes, and sub	dangerous substances including	prescription drugs, over-the-cour	nter	Levels 2-5

Electronics,	Any unauthorized use of computers, software, internet, network, or other technology; accessing inappropriate websites;	Levels 1–5
Computer/	misuse of account credentials; disrupting the normal operation of a technology system. **	
Communication		
Misuse		

LEVEL 1	EL 1 LEVEL 2 LEVEL 3 LEVEL 4 LEVE				EL 5		
Classroom, Supp Responses (Staff-Led)	Responses Removal Responses Responses Out-of School Exclusionary (Staff-Led) (Administrator-Led) Exclusionary Responses (Administrator-Led) (Administrator-Led)				Out-of-School and Referral onses rator-Led)		
Offense			Definition		Range		
Electronics, Personal Communication Device		Behavior not in compliance with The Acceptable Technology Use Agreement, and/or Technology Handbook Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages.					
Explosives	Possess	ion, sale, distribution, detonation	n, or threat of detonation of an inc	cendiary or explosive material or o	device.	Levels 3- 5	
Extortion			another, with or without that pers			Levels 2-5	
Failure to Serve Assigned Consequences	Failure t	to serve detention, suspension, c	or other assigned consequences.			Levels 2-4	
False Alarms/ Threats		g a warning of a fire or other cata a bomb threat or threatening a s	estrophe without valid cause or di chool.	ischarging a fire extinguisher with	out cause or	Levels 3-5	
Fighting	A hostil	e confrontation with physical cor	tact involving two or more persor	ns.		Levels 1-5	
Gambling		ng money or property.				Levels 1-4	
Gang Activity	commit	ted by an adult.	oliciting of two or more crimes; or	acts by a juvenile that would be a	a crime if	Levels 2-5	
Indecent Exposure		e of the private parts of the body				Levels 2-5	
Leaving School Grounds Without Permission		school grounds during regular sonce contact.	hool hours without written or ver	bal permission from a parent or a	nother	Levels 3-5	
Physical Attack			sical contact, directed at another r substantially disrupts the orderl			Levels 3-5	
Serious Bodily Injury			tial risk of death; extreme physica unction of a bodily member, orga		sfigurement;	Levels 3-5	
Sexual Activity	Behavio	r of a sexual nature including pul	olic displays, consensual sexual ac	tivity, possession of pornographic	materials.	Levels 2-5	
Sexual Discrimination, Sexual Harassment and Sexual Misconduct	Discriminatory and/or unwelcome behavior of a sexual nature including but not limited to sexual discrimination, sexual harassment, and sexual violence. Sexual misconduct can be committed by a person of any gender identity, and it can occur between people of the same or different gender, gender identity, or gender expression.					Levels 2-5	
Stalking	A malicious course of conduct that includes approaching or pursuing another where the person intends to place, knows or reasonably should have known the conduct would place another in reasonable fear of; serious bodily injury or death; assault in any degree; sexual assault in any degree; or which might cause a third party to suffer from any of the above actions.				Levels 4-5		
Tardiness	Reporting late to school, class or designated area when the day/hour begins. Missing class or not signed into designated area for more than 20 minutes equals one class absence. Extended tardiness may be counted as a partial or full day absence from school.					Levels 1-3	
Theft	Taking o	or obtaining the property of anot	her without permission or knowle	edge of the owner.		Levels 1-4	
Threat to Students	Threate		electronic; implicit or explicit) or		l another	Levels 1-5	
Tobacco Violation						Levels 3-5	
Trespassing Violation	Entrance onto school property or participation in a school-sponsored event by an individual who is not identified as an authorized user of the property, and who has been given prior legal notice that entry onto or use of the property has been denied or who remains on the property once notified of the request to leave.					Levels 3-5	
Truancy	An absence for a school day or any portion of a school day for any reason other than those cited as lawful and/or failure to bring a note written by a parent to verify a lawful absence.					Levels 1-3	
Weapons Violation (Firearms, Other Guns, Other Weapons)	Possession of an object or implement capable of causing harm or used to cause harm to another. This includes all guns, knives, and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon or would be used as a weapon. Weapons are prohibited on school property, school buses, vehicles on school property and at school-related activities.					Levels 3-5	

<sup>\*\*\*</sup> table adapted from HCPSS student code of conduct