



Student Code of Conduct

New POLICY NUMBER:	Date Adopted: Reviewed: 8.5.25	APPOINTING AUTHORITY APPROVAL: Hope Learning Academy of Toledo School Board
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Student Behavior Expectations

	I WILL BE RESPECTFUL	I WILL BE RESPONSIBLE	I WILL BE RESILIENT
CLASSROOMS AND HALLWAY	I will follow the classroom teacher’s routines.	I will take care of myself and my belongings.	I will try my best. When I make mistakes, I will fix it.
CAFETERIA	I will follow the lunchroom routine, and use kind words.	I will eat my lunch and I will clean up my space.	If I make a mess, I will clean it up, or help others.
RECESS	I will keep my hands and feet to myself, and use positive words.	I will take care of myself, and put away my materials.	I will be kind. Admit when I make a mistake and try to fix it. Believe I can do better.

At Hope Learning Academy we strive to improve student behavior through daily social skills integration. Our approach to discipline reflects a positive learning environment and is driven by positive reinforcement. While we all make mistakes, we believe that consequences should also be a time for positive reflection and growth.

Therefore, Hope Learning Academy uses a Positive Behavior Intervention System that tracks respectful, responsible, and resilient behaviors. The school also practices restorative justice, which teaches proper social skills for conflict resolution and accountability. Students will be rewarded for reaching positive behavior goals and will receive logical consequences for repeated or problematic negative behaviors. These consequences are intended to grow students’ resiliency and help them mend broken relationships. Students participate in “restorative circles” or meetings to resolve conflict and fix their mistakes.

Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, parents, teachers, administrators, staff, and community members – show pride in our school and ourselves by doing our share to make our school a better place to learn and work.

The goal of the school staff is to develop self-discipline, empathy, and positive self-esteem in all students.

All school expectations apply while students are on school property, public transportation, or at any school activity at or away from school. Students shall be given due process before any disciplinary action is taken.

All eligible students residing in Ohio have a right to participate in and have access to all educational resources necessary to receive an education.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The student Code of Conduct is meant to outline the expectations for all HOPE students. Students should take pride in themselves and their conduct when in or out of school. Students must follow all building rules in addition to the Code of Conduct when at school or school related events. Failure to abide by the Code of Conduct/Expectations will result in disciplinary action being taken.

Code of Conduct for Students

The Code of Conduct for students revolves around HOPE Learning Academy's school-wide behavior plan. The goal of a positive behavior plan is to encourage students to make positive behavioral decisions based on three core values outlined in the program. When students are caught displaying these values throughout the day, this is brought to the attention of their peers as well as the school faculty. It is the goal of HOPE to encourage positive behavior by focusing on and rewarding the positive behavior.

The school wide positive behavior plan encourages students to follow the three Hope Pillars (also referred to as the three Rs), which are:

- **Respect** – Students show respect by thinking about other people and themselves before they act, listening, cooperating, and following expectations.
- **Responsibility** – Students show responsibility when they do their best work, complete their work, wear their uniform, and represent the school well.
- **Resiliency** – Students are resilient when they make good choices and when they learn from their mistakes. A resilient student makes mistakes but is not afraid to fix them.

Code of Conduct for Parents

HOPE Learning Academy of Toledo is committed to working with you for the good of your child. We value open, honest communication and promise to treat both you and your children with dignity and respect. Your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school.

Parents have the responsibility to:

- Support school officials in their efforts to develop and maintain a well-disciplined school
- Speak with a civil and respectful tone of voice at all times
- Teach their child socially acceptable standards of behavior
- Teach their child to have respect for law, authority, and the rights and property of others
- Teach their child to be accountable for his/her own actions and help the child grow and develop into a self-disciplined citizen
- Follow the proper channels when conflicts arise. Speak with the teacher first then to the school leader
- Share the responsibility for student conduct with the school
- Maintain an active interest in the student's schoolwork and activities
- Require prompt and regular attendance at school
- Attend parent conferences
- Respect the time of the school leader, teachers, and staff by seeking appropriate appointments for discussion of issues and following rules and procedures of the school

Interventions for Students

Minor infractions will be handled in the classroom following the classroom teacher's policy. When the minor infractions cause the student to fall below 80% positive as reflected in Class Dojo the student will serve a reflective lunch and have a restorative meeting with the teacher most affected. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students will report to the assigned room or table for the entire lunch. Recess privileges may be lost as part of this discipline. Infractions that warrant an administrative decision will result in parent notification and may include a disciplinary action as defined below.

Intervention 1:

The student attends a reflective lunch for the 1st or 2nd time to complete a think sheet to reflect on the points that were lost prior to this reflection. The teacher most affected conducts a 5-10 minute one-on-one restorative meeting with the student acknowledging actions and verbally creating a plan to repair the harm. This can be done during a scheduled time, and by the most affected staff.

Intervention 2:

The student attends a reflective lunch for the 3rd time with the counselor/guidance team to complete a written letter/think sheet. The student, counselor/guidance team, and the teacher most affected will conduct a 5-10 minute restorative meeting to discuss the previous reflections and create a plan to improve behavior. The goal is to acknowledge actions and plan to restore the relationship. The student's parent/guardian will be notified that the student has received 3 reflective lunches and they are working on a plan to resolve their behaviors.

Intervention 3:

After the 4th reflective lunch has been given the teacher will refer the student to the PBIS team. This team will work together to come up with an intervention plan to help the student be successful. This will include classroom observations and information about the antecedent to the behavior.

Intervention 4:

Administration (Behavior Specialist or Principal) is involved. They will have a restorative meeting with students and parents. This may lead to a Behavior Intervention Plan or adding a behavior goal to the student's IEP. There may be behavior consequences such as In-School Suspension, Out-of-School Suspension, etc.

Automatic Reflection

Occasionally, it becomes necessary to discipline a student for violating the established school rules or Code of Conduct throughout the school day. Such offences include but are not limited to; physical aggression, major destruction of property, or major disruption of class.

1st Reflection- Student will be removed from class for 30 minutes. During this time, calm-down strategies will be used, and reflection will be done. When the student returns to class, there will be a 5-minute restorative conversation between the student, administrator, and student(s), or teacher affected by the behavior.

2nd Reflection- Student will be removed from class for 1 hour in addition to serving a reflective lunch (that day or the next). When the student returns to class, there will be a 5-minute restorative conversation between the student, administrator, and student(s), or teacher affected by the behavior.

3rd Reflection- Student will be removed from class for the remainder of the day. When the student returns to class the next morning, there will be a 5-minute restorative conversation between the student, administrator, and student(s), or teacher affected by the behavior.

In-School Suspension (ISS)

The School Leader may decide a student would benefit from ISS rather than an Out of School Suspension. Students serving ISS will be permitted to make up and receive credit for assignments during the day of ISS. Parents will be notified of ISS and when it is to be served.

Guidelines for ISS will be issued and discussed upon assignment of ISS and may include special projects related to the infraction. Students are to bring schoolwork and complete assigned tasks.

Failure to comply and/or serve assigned ISS will result in further disciplinary action.

Out-Of-School Suspension (OSS)

When the School Leader determines that an OSS is warranted, the student will be notified of the infraction and provided with documentation indicating the parameters of the suspension. The Ohio Revised Code provides that a School Leader may suspend a child from school for not more than ten (10) days. The student and parents/guardians will be notified of the intent to suspend in writing and will include the specific reason(s) for the action. A student will be given the opportunity to appear at an informal hearing

to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. Suspension may be invoked immediately after the documentation of the intent to suspend is issued and the student has been given the opportunity to explain her/his actions. Within 24 hours after the time of the suspension, a written notice will be provided the student and the parent/guardian, which included among other things, the reasons for such suspension, the right of the student or parent to appeal the action, and the right to be represented in the appeal by a representative of choice.

- Suspensions may cross semester lines and may be carried from one school year to the next
- Students may not attend any school functions while serving an OSS
- Students are not permitted on school grounds while serving an OSS
- Work that is missed during an OSS will be accepted at the teacher's discretion

Expulsion

If all other attempts to modify student behavior are unsuccessful, or a failure to serve previously issued consequences, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. The Ohio Revised Code provides that a School Leader or Superintendent may expel a pupil from school for periods up to eighty (80) days, and that a student is subject to a one (1) year expulsion for bringing a gun or a dangerous weapon on school property. If a student is expelled, the length of the expulsion may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

For Intent to Expel, a formal hearing is scheduled to be conducted no sooner than three (3) days and no later than five (5) school days from the date of the notice to expel. For a Removal with Intent to Expel, the formal hearing must be heard within 72 hours (3 school days) of the time of removal.

A student will be given a written notice of the Intent to Expel, which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible. A copy of the notice is mailed within 24 hours and advises the student and the parent of the parameters of the expulsion including:

- The time and place of the hearing
- The reason(s) for the intended expulsion
- The right of the student or the parent/guardian to challenge the reason(s) for the intended expulsion or explain the student's actions
- The right to be represented at the hearing by a representative of choice

Emergency Removal

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process. Parents will be notified and further discipline may be assigned.

*During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by North Central Ohio Education Service Center, nor may the student attend or participate in any school related activities. *

Permanent Exclusion

The Ohio Revised Code 3313.662 permits the State Superintendent of Public Instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village, or joint vocational school district. The Superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing, when he/she was age 16 or older, any of the following offenses or acts (hereinafter, “predicate offenses”) that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- Illegal conveyance or possession of a deadly or dangerous weapon on school premises
- Carrying a concealed weapon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration
- Complicity in any violation described above that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on the property

Guidelines for Code of Conduct Violations

The Discipline Code applies to all students attending HOPE. The age and grade of the student in question will be considered when consequences for violations are determined.

Please understand that our students are HOPE students at all times. A student who engages in conduct that is detrimental to the reputation of the school or has the potential to bring harm to any other individual, or impacts school safety and security may be disciplined in accordance with school policy regardless of its place of origin.

The following table is a list of possible violations/infractions and their consequences. This table is meant to serve as a guideline and is subject to the School Leader's discretion.

<i>Violations or Infractions</i>	Suspension ISS or OSS	Expulsion	Mandatory Expulsion
1. Disruption of School/Disorderly Conduct	•	•	
2. Harassment/Bullying/Cyber-Bullying	•	•	
3. Threats	•	•	
4. Use of Obscene Language/Materials/Pornographic Material	•	•	
5. Failure to Obey Instructions/ Insubordination/ Disrespect/ False Identification/False Information	•		
6. Forgery	•		
7. Cheating/Plagiarism	•		
8. Fighting	•	•	
9. Physical Assault/Harassment	•	•	
10. Sexual Assault/Harassment	•	•	
11. Inappropriate Display of Affection	•		
12. Damage of Property/ Vandalism/ Serious Vandalism	•	•	•
13. Theft/Robbery			•
14. Breaking and Entering	•	•	•
15. Trespassing/Unauthorized or Unsupervised Areas	•		
16. Narcotics/ Alcoholic Beverages/Drugs			•
17. Tobacco	•	•	
18. Hazing (Initiations)	•		

19. Explosives/False Fire Alarm/Bomb Threat			•
20. Arson			•
21. Dangerous Weapons and Instruments			•
22. Attendance/Leaving School Premises without Permission	•	•	
23. Dress Code	•		
24. Computers	•	•	
25. Animal/Plant Harm or Mistreatment	•	•	
26. Violation of Bus Rules on Public Transportation	•	•	
27. General Misconduct	•		
28. Gross Misconduct		•	

The penalty of mandatory expulsion for selected offenses as listed above may be waived at the discretion of the School Leader if the child involved is in the primary grades (K-3). A police report may be made on any warranted offence.

Notice: Video Surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive a discipline referral as a result of what is recorded, regardless of whether the incident was or was not witnessed by a staff member or volunteer.

1. **Disruption of School/Disorderly Conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination or any other means, cause disruption or obstruction to the normal operations of this school, including classroom instruction.
2. **Harassment/Bullying/Cyber-Bullying:** Students shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks, or actions of a race, color, creed, or religious affiliation, ethnicity or national origin, disability, age, gender, sex or sexual orientation. Any student that purposefully and knowingly causes another student to feel afraid, intimidated, isolated, embarrassed or singled out will be charged with bullying.
3. **Threats:** Students shall not, through verbal, written, technological or any other means make comments stating that physical or emotional harm may come to another person or to an institution. Bomb threats and other serious threats will result in expulsion from school.
4. **Use of Obscene Language/Materials/Pornographic Material:** Students shall not, verbally or by written word use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar or pornographic material.

5. **Failure to Obey Instruction/Insubordination/Disrespect/False Identification/False Information:** No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, School Leader, or other authorized personnel during any period of time when he/she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested. No student shall misrepresent his or her identification.
6. **Forgery:** Students shall not misrepresent a signature for any document.
7. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
8. **Fighting:** Students shall not physically fight with another person. At the discretion of the School Leader, the police may be called in to manage students who physically fight on school grounds.
9. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person. Violation of this rule will result in mandatory suspension, and may result in a permanent expulsion. At the discretion of the School Leader, the police may be called in to manage students who physically assault another person on school grounds.
10. **Sexual Assault/Harassment:** A student shall not sexually assault another person. This may include any unwelcome sexual advances in oral, physical, spoken, symbolic, or written format. Violation of this rule will result in mandatory suspension and may result in a permanent expulsion. At the discretion of the School Leader, the police may be called in to manage students who sexually assault or harass another person on school grounds.
11. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar acts of affection. Students shall maintain appropriate personal space. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
12. **Damage of Property/Vandalism:** Students shall not cause or attempt to cause damage of school property. Students shall not touch or handle another person's (including teachers' and staff) property without their permission. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. Serious vandalism will result in mandatory suspension. (Serious vandalism is vandalism, which causes damage to property in the value of \$150 or more.) Students must pay for damages prior to returning to school.

13. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The School Leader may exercise the prerogative of reporting thefts to local authorities.
14. **Breaking and Entering:** A student shall not forcibly enter the school building or any vehicle on school grounds.
15. **Trespassing/Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised. A student shall not enter the premises while under suspension, expulsion, or other removal situations.
16. **Narcotics/Alcoholic Beverages/Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to, during, or after school or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.
17. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student or adult on school property or at school events. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators will refer violations of tobacco policy to Juvenile Court.
18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Explosives/False Fire Alarms/Bomb Threat:** A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance, which can be used as an explosive. Violations of this rule will result in mandatory expulsion. A student shall not cause a false fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of this rule will result in mandatory expulsion.
20. **Arson:** A student shall not burn property nor cause property to be burned. Violation to this rule will result in mandatory expulsion.
21. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit, or conceal any dangerous weapons or instruments on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student

may be held to the same disciplinary measures as that of the perpetrator. (Ohio Revised Code 2923.122)

22. **Attendance/Leaving School Premises without Permission:** No student shall fail to comply with state attendance laws including, but not limited to “skipping”, truancy, or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he/she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
23. **Dress Code:** Refer to Dress Code Policy
24. **Computers:** Computers/technological devices are provided for student use for teacher-assigned work in courses or programs. (See Acceptable Use Policy for Computers and Telecommunications)
25. **Animal/Plant Harm or Mistreatment:** A student, who brings harm to any animal or plant on school grounds, through purposeful intent or through inappropriate behavior, will result in discipline being issued.
26. **Violation of Bus Rules on Public Transportation:** Students must follow all bus rules posted from TARTA or TARPS. Failure to do so could result in disciplinary action or loss of bus privileges.
27. **General Misconduct:** Students shall refrain from throwing objects, being disruptive, abusive or excessively noisy in their behavior. Students must respect the rights and feelings of others.
28. **Gross Misconduct:** Repeated violations of the Code of Conduct/Expectations.

The School Leader retains the right to amend and adjust any discipline, including probationary conditions and consequences as appropriate under the particular facts and circumstances of different student’s disciplinary records and perceived needs.

The School Leader is the final recourse in all disciplinary situations.

DRESS CODE

SHIRTS:

- **Students must wear plain solid knit polo shirts**
- Shirts must be loose-fitting
- Shirts can have long or short sleeves
- Navy blue school sweater (cardigan / pullover - optional)
- *NO Hoodies