

**University Laboratory School:
A Hawai'i Public Charter School**

Student Conduct and Discipline Policy

(Governing Board approved 7.9.2015)

Student Conduct Code

The University Laboratory School's goal is to provide an enriching and supportive educational environment that is safe, comfortable and conducive to learning for all students. We are committed to providing a learning environment free from discrimination, harassment, intimidation, bullying, hazing or violence that interferes with a student's ability to learn and enjoy his or her educational experience. ULS is committed to encouraging and enforcing the highest standard of behavior among its student body. All students are expected to abide by the conduct policies outlined in this section at all times, both on and off campus. These policies are subject to change when deemed necessary by the administration.

All students have a right to:

- Be treated with respect and courtesy
- Learn and be taught without disruption
- Attend each class every day
- Feel safe in their school

All students are responsible for:

- Demonstrating behavior that is appropriate to their learning environment
- Demonstrating respect for self and others
- Following the required dress code outlined in the Student-Parent Handbook
- Consistently adhering to school and teacher expectations
- Helping to maintain an appropriate learning environment
- Attending all classes, assemblies and other required events
- Being on time to school and class
- Being prepared for class with appropriate school supplies, completed assignments, and required books.
- Reading, understanding and following all rules and regulations listed in the student/parent handbook.
- For students in Grades 6-12: Checking their Google email account, ULS Website and PowerSchool on a regular basis for updated school, class or personal information

As a school, we work collaboratively and in partnership with parents to help their child be the best student they can be throughout the year. We kindly ask that parents help their child daily with keeping up with their responsibilities as a ULS student.

We ask that parents be responsible for:

- Supporting school officials in their effort to develop and maintain a positive learning community by reading, understanding and supporting all rules and regulations written in the student/parent handbook.
- Expecting from their child, prompt and regular attendance to school and classes, with an attitude conducive to learning and participating in all components of our school program.

- Teaching their child to be accountable for his/her own actions and helping them to grow and develop self-discipline and self-control.
- Maintaining an active interest in their child's schoolwork and activities by checking our ULS Website and PowerSchool on a regular basis.
- Communicating with ULS school personnel and responding to all school related mailings, required documents.
- Teaching and modeling for their child socially acceptable behavior, including respect for laws, rules, authority, and respect for the rights and property of others.
- Reading, understanding and supporting all ULS rules and expectations.

Prohibited Behaviors/Possessions

To achieve our ULS goal of providing a safe and orderly environment for the education and development of children, certain behaviors and the possession of certain items are prohibited. Outlined below (in alphabetical order, not in order of importance) is information regarding behaviors, prohibited items and other topics related to safety and well-being. These are applicable to all ULS students. Please note that this list and the descriptions therein may change or be expanded as needed.

ACCESSING SOCIAL MEDIA - Students should not access social media during instructional time unless it is directly related to a school assignment.

ASSAULT - The participation in a moderate/serious physical altercation, including pushing, shoving, striking, hitting, beating, or other injurious conduct other than under circumstances which are absolutely necessary to protect the immediate physical well-being of self and/or others (whether or not harm/injury was sustained).

BULLYING/HARASSMENT - The utterance of words, display of gestures, or other actions that constitute unwanted or uninvited behavior regarding gender, race, religion, lifestyle or background, which limits, denies or interferes with the rights of others to study, work and play in a (school) environment that is free of discrimination. This includes behavior and online behavior directed at another individual as well as behavior and online behavior that indirectly causes another to be offended or feel ill at ease.

CHEATING/PLAGIARISM - The dishonest production or dissemination of schoolwork. This includes copying, sharing answers/documents (electronic or hard copy), violating or compromising testing procedures, turning in work that someone else produced (including a family member), or any other fraudulent practice, whether or not the student benefited or obtained any advantage from the action in question. This also includes an instance in which a student knowingly provides work for or otherwise assists another in such action. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

COMPUTER VANDALISM - The misuse of school computers, including misuse of the school's hardware, as well as programming, reprogramming, or manipulation of local or hosted applications, web sites, or other digital services.

CONDUCT UNBECOMING OF AN ULS STUDENT - Students are expected to behave in a way that will bring honor to the school. Students are prohibited from behaving in ways that are contrary to good common sense or good taste or ways that will jeopardize the reputation of the school, welfare or well-being of themselves or others in the learning environment.

DECEPTION - The willful production or passing of information to school authorities for the purpose of misleading/deceiving school personnel or to minimize/cover up other improper/unacceptable behavior.

DISRESPECT OR INSUBORDINATION TO STAFF - The verbal and/or nonverbal behavior or gestures including electronic communication toward staff that communicates, exhibits or implies defiance, disobedience, impertinence, rudeness, or impoliteness. This includes failure to comply with reasonable directives or requests.

DISRUPTION - Any behavior, which is disruptive to the classroom setting or school assembly, performance or meeting.

DRUGS, INCLUDING ALCOHOL AND TOBACCO - The possession of or being under the influence of any form of tobacco, narcotics, alcoholic beverages, drugs or related substances are prohibited at all times during the school day, at school related/sponsored functions on and off campus.

DRUG PARAPHERNALIA - Any item that facilitates the use of drugs, including but not limited to pipes, bongs, or rolling papers is prohibited.

FIGHTING - The act of quarreling involving bodily contact in or on school property or going to or from school including any activity under school sponsorship. Please remember words as well as acts can cause fights. Instigating an altercation because of what is said may result in disciplinary action.

FIRES - Student may not possess matches, lighters or set a fire on any school/university property.

FOOD/BEVERAGES - Gum chewing is not allowed in the classroom. Eating in the classroom is prohibited during the regular school day. Eating and drinking in class are allowed only with permission of the teacher on special occasions.

FORGERY - Students signing their parent or guardians name on a school or classroom document or signing/impersonating the signature of a fellow schoolmate's parent or guardian on any school or classroom document.

GAMBLING - The participation in a game or contest which involves stakes or risks something of value upon the outcome of an event over which one has no control or influence and/or requires payment (monetary or otherwise) for the chance to win. Students are prohibited in being in possession of dice, chips, tokens, or other betting paraphernalia.

ILLEGAL ACTIVITIES - Any activity, which breaks city and county, state or federal laws.

- Initiating a false bomb or fire alarm or misusing fire safety equipment.
- Initiating a false emergency report or misusing the emergency telephone system.
- Intentionally obstructing or delaying a police officer, firefighter, security officer, or school/university official in the performance of his or her duty.

LEAVING CAMPUS WITHOUT AUTHORIZATION - Students may not leave the campus or school-related activities (on or off campus) without permission of a ULS designated person in charge of the activity.

LITTERING - Discarding trash in areas or places other than proper receptacles.

MISCELLANEOUS ITEMS WHICH MIGHT JEOPARDIZE HEALTH/SAFETY - The possession or control

of items that jeopardize the order of the school and/or the safety/well-being of people and/or property. Items include, but are not limited to, laser pointers, radio-controlled toys, skateboards, scooters, rollerblades/wheeled shoes, dice, drug and/or gambling paraphernalia, alcohol/tobacco or tobacco related containers, spray paint or other graffiti-related supplies.

ONLINE SEARCHES - Students should not search for inappropriate content on their school devices or while on the JRBOWS network. This content includes, but is not limited to drugs/drug paraphernalia, sexual terms, and weapons, or other inappropriate content not directly related to a school assignment.

PROHIBITED AREAS - Being present in an area that is designated by school authorities as being off-limit areas outlined in the handbook or posted in the school bulletin.

PROPERTY DAMAGE/MISUSE/ABUSE - The damage/misuse/abuse of property by action other than that for which it was intended.

PUBLIC DISPLAYS OF AFFECTION - Excessive and inappropriate physical contact.

SEXUAL HARASSMENT - Sexual harassment is any type of sexual advance, request for sexual favors and other unwelcome verbal, visual or physical conduct of a sexual nature toward another student or staff member creating an intimidating, hostile, humiliating or sexually offensive environment.

STEALING - The unauthorized taking and/or possession/use of another's property, whether by theft, deception, or threat. Also includes the possession/use of property that one knows or reasonably should have known to be stolen.

THREATS - Verbal, physical, or written actions with the intent to inflict fear, injury or damage.

UNAUTHORIZED ENTRY/ACCESS- Unauthorized occupation of, use of, or entry into any school/university facility, including both indoor and outdoor facilities.

UNAUTHORIZED POSSESSION OF KEYS- Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on the school/university facilities or locks without proper authorization

UNAUTHORIZED PARKING - Students are not allowed to drive into nor park in the UH Zone 1 parking areas. UH Parking rules and regulations will be adhered to and citations may be issued by the UH Parking office. The University Laboratory School will not be held responsible for student parking in unauthorized areas on or off campus.

VULGARITY/PROFANITY/SWEARING - Poor choice of words will be corrected and/or may be referred for disciplinary action.

VANDALISM - The willful and/or malicious damaging, destruction, or defacing of school property, regardless of its scope or size.

WEAPONS - Students shall not possess, handle, transmit, or conceal, on school grounds or at any school related activity, any object that can be dangerous to oneself or others. These objects include, but are not limited to, guns, knives, explosive devices, propelled objects, sharp objects, thrown objects, gasses, acids, bombs, explosives, incendiary devices or fireworks or any other objects which are designed to cause injury or death. Toy guns, knives or any other toy that may be construed as weapons are not allowed on the school/university campus or at any school/university-related function. Students may not threaten to use a weapon of any sort against any person or against the school.

General Consequences and Process for Behavioral Offenses

We recognize and acknowledge that most students at ULS have no difficulty conforming to these responsibilities and expectations but those who violate these rules will be subject to consequences, which are intended to:

- Help the student recognize that his/her behavior is inappropriate and unacceptable.
- Help the student learn ways to modify and/or correct his/her behavior.
- Help the student to develop additional coping skills that may be utilized in the future under the same or similar circumstances.
- Develop and/or reinforce an awareness of the relationship between his/her own attitudes and behaviors, and the feelings and reactions of others.
- Serve as a deterrent to the student and to others who may be inclined to behave in the same or similar manner in the future.
- Assist the student in resuming his/her social/emotional/academic “place” within the school community.
- Promote and maintain order, safety and a positive climate within the school.

A student will be held accountable for his/her misbehavior. Minor classroom behavior problems will be handled by the teacher. More severe or chronic problems will be referred to the dean of students.

Reports of inappropriate, improper and/or unacceptable conduct will be investigated. In most situations the dean of students will determine consequences for inappropriate behavior and parents/guardians will be informed.

When a student’s behavior violates the established rules of the University Laboratory School or state or local criminal laws, or the student willfully disobeys legitimate directives of University Laboratory School personnel, the school may take appropriate disciplinary action in accordance with this student code of conduct.

The purpose of school-administered discipline is to promote and maintain a safe and secure educational environment; teach proper behavior that is beneficial to the educational process and self development; deter students from acts that interfere with the purpose of education or that are self-destructive, self-defeating, or anti-social; and maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

This code covers student conduct at both ULS and the University of Hawai’i campus. The school expects all students to act appropriately at all times when attending school or a school-related function. Common sense, courtesy, and respect dictate that students do not engage in any personal or academic misconduct at the school or the university. The University Laboratory School is committed to providing the student with optimal learning conditions, selecting appropriate teachers for the student’s instruction, and offering programs that will help the student succeed.

5 Levels of Student Discipline

University Laboratory School has implemented 5 Levels of Discipline as a process to help identify student misbehavior that may be detrimental to the health and safety of ULS students and personnel and ULS and UH property.

The 5 Levels of this student disciplinary process are designed to teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events.

Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are five levels to the ULS disciplinary process.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties.

The University Laboratory School may include additional infractions as appropriate to maintain a safe and orderly learning environment. Additional or alternative disciplinary consequences may be applied. In all student disciplinary situations, the University Laboratory School has the sole discretion to determine the appropriate level of discipline for each incident/violation.

Level 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of school property
- Being in an off-limits area
- Misuse of personal electronic devices during school hours
- Accessing the Internet through a network other than “JRBOVS”
- Public display of affection
- Refusal to show student I.D. card

Possible Consequences for Level 1 – (Depending on the severity and/or frequency of infraction):

- Verbal warning and Parent/Guardian notification
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken

Level 2

Level 2 discipline addresses behaviors which have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty including claiming someone else’s work and online work as your own
- Forgery
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property (school or another person’s) due to negligence
- Destruction or damage of other students’ work or materials

Possible consequences for Level 2 – (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1 options
- Parent/Guardian notification and written reprimand in student file
- Detention
- Loss of participation in school and/or co-curricular activities
- School counseling
- Outside counseling
- Suspension
- In school restriction
- Conduct probation/Behavioral Contract
- Impact on grade
- Restitution

Level 3

Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, results in violence to self or others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 and/or Level 2 behavior
- Serious acts of defiance, insubordination, physical assault, or threatening school personnel or student
- Cyber-bullying another student through online chat, email, documents, or social media - impersonating another student by using their login information to harm another student
- Sending inappropriate emails or online comments to faculty/staff or other students
- Searching for inappropriate content
- Being present where drugs or alcohol are being used, or evidence of use exists
- Inappropriate public display of affection
- Sexual misconduct
- Smoking cigarettes
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Parent/Guardian notification and written reprimand in student file
- Detention
- Conduct probation
- Suspension
- In school restriction
- School counseling
- Outside counseling recommendation
- Financial restitution
- On campus service assignment
- Community service

Level 4

Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, that pose a direct threat to self and others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:

- Unmodified Level 1, Level 2 and/or Level 3 behavior
- Fighting
- Possession and/or use of alcohol on campus or at school activities
- Theft
- Possession of drug paraphernalia
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Extortion
- Sexual misconduct

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Parent/Guardian notification and written reprimand in student file
- Financial restitution
- School counseling or Outside counseling
- Community service
- Suspension

Level 5:

Level 5 discipline addresses behaviors which have not responded to Level 1 through 4 intervention, or that may result in serious physical or emotional harm and/or serious property damage.

Infractions – Examples include, but are not limited to:

- Unmodified Level 1, Level 2, Level 3, and/or Level 4 behavior
- Arson
- Assault
- Bomb threat
- Burglary
- Possession, Threat or Use of a Dangerous Instrument or Weapon
- Possession, Use, or Sale or Distribution of Illicit Drugs
- Sale or Distribution of Alcohol
- Sexual Offenses
- Terroristic Threatening
- Major Theft

Possible Consequences: - (Depending on the severity and/or frequency of infraction):

- Parent/Guardian notification and written reprimand in student file
- Financial restitution
- School counseling or Outside counseling
- School or Community service
- Suspension
- Expulsion

Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. University Laboratory School reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

Process for Dealing with Violations of the Student Conduct Code

A student who has been identified as violating the student code of conduct will meet with the school administration to document information about the incident that was reported. The student may also be asked to independently write an account of the identified incident. Parents or guardians of the student will be notified, as appropriate, of the incident and may be asked to attend a conference with the school administration.

When an unlawful incident or offense occurs, the school administration will notify the University of Hawai'i Campus Security and, if necessary, the Honolulu Police Department. An investigation of the reported incident will be conducted by the administration. The administration will meet with all concerned individuals: teacher(s), student(s), and anyone else who may have knowledge of, witnessed, or reported the incident. Individuals will be asked to independently verify (orally or in writing) information about the incident.

During the period of investigation, a crisis suspension may be instituted by the school administration to the student who is alleged to have committed an infraction of the student conduct code.

Once the investigation is completed, the school administration will meet with the student along with the student's parent(s)/guardian(s), and, if needed, with other individuals (teachers, other students, parents, police, campus security) to share and discuss all of the findings. Student and parent(s) will have the opportunity to share their response to the findings. If further investigation of the incident by another level of administration needs to occur, another meeting will be scheduled with all concerned parties. At the final meeting, the student and parent will be informed by the school administration of the decision about disciplinary sanctions for the student. Parents/guardians may file a complaint if they disagree with any decision.

Disciplinary Sanctions

All student infractions/incidents and outcomes/disciplinary action will be placed in the student's disciplinary file. One or more of the following sanctions may be imposed whenever a student is found to have violated the rules in the student code of conduct.

Probation and Contract

Probation constitutes administrative action that informs the student and parent in writing that the student has violated the student conduct code and that a record will be kept in the administrative office until the student graduates. The behavior of the student is expected to be exemplary during the remaining time he or she is at the school. Any future infractions by the student may be cause for more serious disciplinary action.

Restitution

Restitution constitutes reimbursement for damage to or misappropriation of property, which may take the form of direct financial compensation, service, or other forms of indirect compensation. Detention and community service fall into this area of restitution, if deemed appropriate by the administration.

Reflection and Recovery (R&R)

Reflection and recovery (R&R) is defined as an opportunity for a student to reflect on his or her inappropriate behavior. This behavior may be defined as classroom disruptions/distractions, failure to follow directions of the classroom teacher, or making it difficult for other students to learn. Recovery is an opportunity for a student to compose his or her thoughts about the inappropriate behavior that led to the removal from class. The student may be required to meet with the school counselor as part of the R&R process before he or she is re-admitted to class.

Detention

Detention entails a student being asked to remain in class or school beyond the normal instructional time. Detention will be supervised by an adult before school, during lunch, or after school. If these options are not available or appropriate as determined by administration, students may be asked to attend a Saturday detention period.

Suspension

Suspension is exclusion from classes and other privileges and from the campus itself for a specified period. When privileges are reinstated, students are expected to uphold the rules of the school and of the student conduct code. Should any further infractions occur, there may be cause for more serious disciplinary action. **Any student suspended may not participate or attend any school-sponsored activity either on or off campus.**

A student may be suspended if the school administration has reason to believe that a student has engaged in activity warranting the imposition of suspension. In such case, school administration shall immediately conduct or cause to be conducted an informal investigation of the activity. Upon preliminary investigation and findings, ULS shall make a good faith effort to notify the parent of the school investigation of the offense allegedly committed by the student.

The parent shall be given notice of any suspension regardless of its length. Prior notice for suspension shall be by telephone, if feasible, and written notice personally delivered or mailed to the student and the parent upon completion of the investigation.

The notice shall contain the following statements:

- a statement of the specific acts allegedly committed by the student, which form the basis of the action;
- a statement of the rule allegedly violated;
- a statement of the action; and
- a statement that the parent may request a conference with the principal or dean of students.

Crisis Suspension

A crisis suspension is the immediate exclusion of a student from school in an emergency, because the conduct of the student presents a clear threat to the physical safety of self or others, or the student is so extremely disruptive as to make the immediate removal of the student necessary to preserve the right of other students to pursue their education free from undue disruption.

Expulsion

An expulsion is the removal of a student from the school. The conduct of the student presents a clear threat to the physical safety of self or others, or the student is so extremely disruptive as to make the removal of the student necessary to preserve the right of other students to pursue their education free from undue disruption.

Severability

If any provision of this section is held invalid, the invalidity does not affect other provisions or applications of the student conduct code that can be given effect without the invalid provision or application; therefore the provisions of this code of conduct are severable.

School Searches and Seizures

Students have a legitimate expectation of privacy in school and during school activities on and off school property. Their expectation of privacy extends to their persons and their personal effects as well as school property assigned for their individual use. School officials shall respect and uphold these privacy rights of students. Schools, on the other hand, have an equally legitimate need to maintain order and an environment where learning can take place. In fulfilling this legitimate need, school officials may on occasion need to carry out searches and seizures on school premises or during school-supervised activities. As a general policy, such searches and seizures are permissible only when the health or safety of a person or persons would be endangered if school officials did not carry out a search or seizure. Any school official who is responsible for the supervision of the student of property to be searched may carry out search and seizures on school premises, or during school-supervised activities, on or off school property. A school official conducting a search shall be accompanied by another school official serving as a witness, unless it is an emergency where prompt action is necessary to protect the health or safety of a person or persons. It is not necessary for school officials to obtain a warrant before conducting a search of a student or property.

Searches of a student's person, possessions, or locker may be made by school officials providing such officials have reasonable cause to believe prohibited articles or missing property are stored there. Such articles, if found, may be seized as allowed by the laws and regulations of the State of Hawai'i. If the case warrants, UH Campus Security will be called and, if necessary, the Honolulu Police Department. Parents will be notified immediately.

Academic Misconduct

Because the school/university is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes **cheating** and **plagiarism** as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

- Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination, quiz, or test; obtaining unauthorized information about an exam, quiz, or test before it is given; submitting another's work as one's own; using prohibited sources of information during an exam, quiz, or test; fabricating or falsifying data in experiments and other research; altering the record of any grade; altering answers after an exam, quiz, or test has been submitted; falsifying any official school record; or misrepresenting of facts in order to obtain exemptions from course requirements.
- Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style, or paraphrasing a passage so that the

reader is misled as to the source; submitting the same written or oral or artistic material in more than one course without obtaining authorization from the instructors involved.

If a student is found to have cheated or helped another on a quiz/test/exam or has plagiarized an assignment, the teacher along with the administration will determine appropriate student disciplinary action and grade sanctions for the test, assignment, or course. Appropriate disciplinary action and academic sanctions will be discussed with the student and parent. Should similar or other infractions occur, more serious disciplinary action, including dismissal, may occur.

Harassment and Discrimination

The University Laboratory School does not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), disability, gender, sexual orientation, religion, or age in any educational program or activity conducted. Harassment based on these protected categories, including sexual and racial harassment, is a form of discrimination and is prohibited in our school.