



Vision Preparatory Charter School

Code of Conduct

High Standards for Academics, High Standards for Behavior

Vision Prep expectations for scholar conduct are adapted from previously approved MCS charter applications and are based on these basic beliefs:

- Scholars are expected to attend school on a regular basis
- Scholars are expected to be in class on time and prepared to learn
- Scholars are expected to be positive contributors in the classroom
- Scholars are expected to be polite, accommodating and considerate to adults and other scholars

Student Expectations

All Board members, staff members, scholars and family members will sign a Contract of Mutual Responsibilities as they join the Vision Prep community. The policies of our Code of Conduct found in our Family Handbook will be distributed to families at orientation when scholars and parents sign the Contract of Mutual Responsibilities.

Vision Preparatory School will be unequivocally committed to providing a safe and orderly environment in which scholars can maximize their academic achievement. Scholars whose behavior fails to meet the Vision Prep community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Because all scholars and families have the right to attend a safe and orderly school, Vision Prep has designed a discipline policy which is firmly and consistently enforced; and without it none of what we envision for the school can happen. Therefore, for every infraction, there will be a consequence. We believe that scholars are completely responsible for their own choices and should bear the consequences of their choices, whether the consequences are positive or negative. This is the basis of our scholar code of conduct. While this "no excuse" philosophy of scholar behavior is consistent throughout the school, there will be slight differences between the primary and upper school systems, based on developmental differences.

Figure 16. Definitions of Selected Community Violation Terms

Violation Term	Examples of Offenses (includes, but is not limited to)
1: Disrespect to Adult	<ul style="list-style-type: none"> - rolling eyes - lip smacking - not following directions given by adult - not following classroom procedures - using overly loud voice or disrespectful tone when speaking to an adult - talking back - rude body language (purposeful slow walking, slamming door, slumping in desk after being asked to sit up, etc) - profane or hurtful language - yelling in the school building (when not instructed to and not in gym class) - lying* - stealing* - falsifying documents*
2: Disrespect to Peers	<ul style="list-style-type: none"> - making rude/degrading comments or gestures - telling another scholar to "shut up" - rolling eyes - using overly loud voice or disrespectful tone when speaking to a peer - lip smacking - stealing* - lying with intent to harm*
3: Failure to Comply	<ul style="list-style-type: none"> - chewing gum - failure to turn in homework that is neat, complete, and accurate - not following school procedures - out of uniform (shirt is not tucked, wearing athletic shoes, missing belt, etc.)



Primary discipline plan (K-2nd): While Vision Prep staff members will take proactive steps to prevent misbehaviors through explicitly teaching scholars the community expectations, we will also communicate our expectations by responding to negative choices with immediate consequences. For minor infractions of our community expectations, teachers will enforce administratively approved consequences within their own classroom, which will be explained to parents during orientation and also in print. These classroom consequences can include loss of privileges, including, but not limited to sitting silently or away from their peers during class or during snack time; recess or lunch; performing extra service for the school, either during, or outside of school hours; and missing school events, trips, or activities. A sample classroom system, *the Color Coded Grace System*, is described in Section II. If a scholar continues to make inappropriate choices after receiving classroom consequences, he or she will receive a Community Violation. Scholars who commit a serious infraction of our core values will also receive an immediate Community Violation. The scholar will then need to remove him or herself from the rest of the community (usually to a “time out” desk in the classroom or to the office) and complete the reflection section on the back of the Community Violation form (see later in this section). The child will meet with the teacher either at that point or later in the day to reflect upon the poor choice and alternatives choices that he or she could have made. A parent will need to sign the Community Violation sheet that night and return it with the scholar the next day. The consequences for community violations will differ from primary to upper elementary school, and consequences are printed on the violation forms. Serious infractions that merit an immediate Community Violation include, but are not limited to: disrespect of an adult or fellow scholar, leaving class without permission, inappropriate language, disrespect of school property or materials, unsafe behavior, and disruption of class.

Upper school discipline plan (3rd-5th): In the upper grades, the demerit system is used in order to help teachers enforce Vision Prep’s rules and expectations as consistently as possible. Demerits are issued when a scholar has broken a school rule. When a scholar has accumulated 4 demerits within a week, that scholar will be assigned to detention. Minor infractions for which scholars may receive demerits include, but are not limited to, the following: arriving late to school or class, speaking out of turn, inappropriate physical contact, not following directions, and inappropriate hallway conduct.

Disrespect of staff members and disruption of class are considered major infractions, and will result in the issuance of an automatic detention, to be served on the same day in which it is issued. When scholars are issued automatic detentions, whether the scholar is sent from class or not, teachers should fill out a brief referral form on the incident. These referral forms (see later in this section) will be used for record-keeping purposes, and also as a reference for the Office Manager (or Principal designee) to call parents for the scheduling of a detention. The Principal checks frequently in order to ensure that detention calls are made as promptly as possible. Families are notified during orientation that the school needs one telephone number (or email contact) at which they can be contacted directly or at which a message can be left, when their upper school child is required to serve detention. If for whatever reason, a child has not served a detention by the end of the day following the day on which it was earned, that child will generally be required to serve an “out-of-school suspension” on the following day (the 2nd day after which the detention was earned).

SCHOOL-RELATED DISCIPLINARY OFFENSES

Below is a description of school-related disciplinary offenses for which a scholar may be subject to in-school suspension, out-of-school suspension, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the scholar is on school grounds;
- during a school-sponsored activity;
- during events sufficiently linked to school.



Community Violations

Grades K-2

As mentioned earlier, for infractions of our community expectations, teachers will enforce their own administratively approved classroom consequences. Classroom teachers will explain these systems to their parents during orientation and also in writing. These classroom consequences can include loss of privileges, including, but not limited to scholars sitting silently or away from their peers during class or during snack time, recess, co-curricular, or lunch; performing extra service for the school, either during, or outside of school hours; and missing school events, trips, or activities.

If a scholar commits a serious infraction of our core values, the scholar receives an immediate Community Violation.

These infractions include but are not limited to:

- disrespect of an adult, including rolling eyes, sucking teeth, or other such body language, defiance, failure to comply or rudeness;
- disrespect of a fellow scholar, such as name-calling, insulting, or excluding
- disrespect of the school, such as drawing on a table or book, taking school supplies without permission;
- unsafe behaviors, such as hitting, kicking, biting, or throwing tantrums;
- leaving class without permission;
- use of inappropriate language; and
- disruption of class.

Community violations have escalating consequences throughout the semester. The consequences increase as follows:

- The first community violation of the day will warrant a phone call home at the end of the day. The teacher may also request a conference with a parent.
- At a second community violation in a day (a Double Community Violation) or the 4th community violation of a semester, a parent will be required to attend a mandatory conference with the teacher and the scholar.
- If a scholar earns a third Community Violation in a day (a Triple Community Violation) or the 6th Community Violation of a semester, the parent will be contacted immediately and be required to attend a mandatory conference with the Principal, teacher, and scholar before the scholar is allowed to return to class.
- If a scholar receives a Triple Community Violation for a second time in a semester or the 7th Community Violation of a semester, the child will be suspended until a parent spends 90 minutes in class with the child when readmitting him/her back to school.
- If a scholar receives a Triple Community Violation for a third time in a semester or the 8th Community Violation of a semester, the child will be suspended for at least one day for this violation and each subsequent community violation during the semester.

When a young scholar receives a community violation, parents will be informed by phone or email when possible. Additionally, parents will receive written notification in the form of a Community Violation sheet that will be sent home in the Life Work folder. A parent is required to sign the Community Violation that night and return it to school the next day. A copy of the Community Violation form follows this page.

Additionally, scholars will receive recess detentions for each community violation they receive. Recess detentions can last for one to five school days.

Grades 3-5

As in grades K-2, for infractions of community expectations in grades 3-5, teachers will enforce their own classroom consequences. Classroom teachers will explain these systems to their parents during orientation and also in writing. These classroom consequences can include loss of privileges, including, but not limited to scholars sitting silently or away from their peers during class or during snack time, recess, co-curricular,



or lunch; performing extra service for the school, either during, or outside of school hours; and missing school events, trips, or activities.

If a scholar commits a serious infraction of our core values, the scholar will receive an immediate Community Violation. These serious infractions include but are not limited to:

- disrespect of an adult, including rolling eyes or other such body language, defiance, failure to comply or rudeness;
- disrespect of a fellow scholar, such as name-calling, insulting, gossiping, or excluding;
- disrespect of the school, such as drawing on a table or other school property or walls, taking school supplies without permission;
- use of inappropriate language; and
- repeated disruption of class.

Upper elementary scholars who receive a community violation will lose community privileges for each community violation that they receive. Community privileges include sitting with classmates during class time, snack, breakfast, and lunch and attending recess. Additionally, scholars who have received a community violation in a week will not be able to attend community meeting that Friday afternoon. These consequences are printed on each upper elementary community violation form (see later in this section). Fifth grade scholars will also earn a 90 minute after-school detention for each community violation. The after-school detention will be monitored by the Scholar Supports Coordinator. If a scholar is unable to stay for detention that day or the next day, the scholar will instead be suspended for one day.

Scholars who receive 3 community violations in one day will earn a day of suspension. Any fifth grade scholar who receives six community violations in a week will earn a day of suspension.

Parents will receive a phone call home for each community violation; the phone call will be made by the teacher or staff member who issued the violation, the Scholar Supports Coordinator, the Guidance Counselor (beginning year two) or the Principal. Community Violations can be given by any adult within the building.

Additional Disciplinary Action

Additional disciplinary action could include but is not limited to: additional counseling services, conducting and reporting on research relevant to their offense (3rd-5th), pairing a younger scholar with an older scholar mentor, school community service, suspension or termination (expulsion),

Suspensions and expulsions:

If a Vision Prep scholar commits one of the infractions listed below, the scholar may receive an in-school or out-of-school suspension. Before the scholar is allowed to return to the school community or classroom the scholar, his or her parent or guardian, Principal and/or Scholar Supports Coordinator will meet. Infractions include, but are not limited to:

- Gross disrespect of a fellow scholar, staff member, or school property, including a sustained tantrum
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment, bullying or intimidation
- Skipping school or class
- Using abusive, vulgar, or profane language
- Bullying through the use of verbal or physical threats, empty or otherwise
- Fighting, pushing, shoving, or unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Gambling
- Departing, without permission, from floor, building, or school-sponsored activity
- Unauthorized use of the building elevator
- Forgery of any sort, including parental signatures
- Cheating or plagiarism, or copying of anyone else's work
- Repeated and fundamental disregard of school policies and procedures

All initial suspension decisions will be made by the Principal or Scholar Supports Coordinator.



Consistent with state regulations, scholars can be expelled for extreme behaviors that include, but are not limited to, possession of a weapon or any controlled substance and assault on school personnel. The procedure for such expulsions will be explained in detail in the parent handbook.

Scholars with special needs will be held to the same behavior expectations unless their disability prevents them from being able to meet these expectations. In cases where consequences could be manifestations of disabilities, we will meet with the scholar's parents and determine whether an individualized behavior plan needs to be created for that individual scholar. Parents of all special education scholars will be informed of their rights, including their rights regarding discipline procedures.

The school behavior policy will be implemented for all members of the school community beginning on the first day of school. Before the school year begins, Vision Prep staff will meet with all new parents: once to welcome them to Vision Prep and once to meet with their child's teacher. During each of these meetings, we will explain our behavior philosophy and expectations to ensure that all families are well-informed before the school year begins. Teachers will receive extensive training over the summer during teacher orientation in order to better understand school-wide behavior expectations as well as to establish administratively approved classroom expectations and procedures before school starts. During the first days and weeks of school, scholars will be taught explicitly Vision Prep core values (FIRST), which behaviors will receive consequences, and what those consequences will be. We believe scholars of all ages thrive in an orderly atmosphere where expectations are made clear. Vision Prep staff will all work diligently to ensure that from the first day of school, we provide order, clarity and consistency.

Out-of-School Suspension

Grades K-2

Scholars in grades K-2 will receive out of school suspensions for an 8th community violation and for each violation thereafter. If a scholar commits one of the infractions listed below, the scholar may receive an out-of-school suspension rather than receiving a Community Violation. Before the scholar is returned to class, the scholar, his or her parent or guardian, and dean of scholars will meet in order to address the scholar's behavior and plan for improvement. Furthermore, scholars will not be allowed to return to class after a suspension without a parent signature on the suspension letter. Infractions that merit immediate suspension include:

- Tantrums
- Gross disrespect of a fellow scholar, staff member, or school property
- Using or possessing over-the-counter medication inappropriately
- Possession a
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar, or profane language
- Bullying through the use of verbal or physical threats, empty or otherwise
- Fighting, pushing, shoving, or unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Departing, without permission, from class, floor, building, or school-sponsored activity
- Forgery of any sort, including parental signatures
- Cheating or plagiarism, or copying of anyone else's work
- Repeated and fundamental disregard of school policies and procedures

Grades 3-5

If a scholar commits one of the infractions listed below, the scholar will receive an out-of-school suspension rather than receiving a Community Violation. Before the scholar is returned to class, the scholar, his or her



parent or guardian, and Principal will meet in order to address the scholar's behavior and plan for improvement. Infractions include:

- Gross disrespect of a fellow scholar, staff member, or school property
- Fighting, pushing, shoving, or unwanted physical contact
- Bullying through the use of verbal or physical threats, empty or otherwise
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Using abusive, vulgar, or profane language or treatment
- Forgery of any sort, including parental signatures
- Cheating or plagiarism, or copying of anyone else's work
- Committing sexual, racial, or any form of harassment or intimidation
- Skipping school or class
- Intentionally leaving class (or wherever the scholars should be) without permission
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Setting off false alarms or calling in groundless threats
- Gambling
- Departing, without permission, from class, floor, building, or school-sponsored activity
- Repeated and fundamental disregard of school policies and procedures

Termination (Expulsion)

Vision Prep affords scholars and parents due process regarding termination (expulsion) such that Vision Prep is in compliance with TCA 49-6-3401, Tennessee Department of Education and Memphis City Schools laws.

The Principal may issue a suspension or expulsion. According to TCA 49-6-3007, an expulsion is defined as removal from attendance at school for more than (10) consecutive days or more than fifteen (15) days in a month of school attendance. Upon recommendation for scholar expulsion, the Principal will convene a meeting with the scholar, their parent/guardian, and the scholar's teachers. Scholars will be recommended for expulsion when a major infraction has been committed that endangers the school community (i.e. bringing a weapon to school, fighting another scholar, etc.) or if a scholar has had numerous suspensions for similar infractions and has not shown improvement.

The Principal will give the scholar and parent/guardian written, direct, or verbal notice of an expulsion within 24 hours. The scholar, parent/guardian, or teacher selected by the scholar will have up to five days to file an appeal with the Vision Prep Board of Directors. At this meeting the scholar, parent/guardian, or teacher has the right to make a presentation to the Board. The Vision Prep Board of Directors may uphold the expulsion, order removal of the expulsion conditionally or unconditionally, or suspend the scholar for a specific period of time. The Vision Prep Board's decision is final and will be communicated to parents or guardians and the scholar directly, as well as in writing within 48 hours of the meeting and cannot be overturned unless otherwise stated by the Tennessee Department of Education or Memphis City Schools policy. All actions Vision Prep takes related to scholar suspension and expulsion will be in accordance with TCA 49-6-3401.

Scholars with Special Needs

In each case of every scholar who receives special education services or receives 504 accommodations, Vision Prep will ensure that it makes the necessary adjustments to comply with the mandates of State and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973, regarding the discipline of scholars with disabilities. Before recommending termination for a scholar who receives 504 accommodations or receives special education services, the Principal will convene a review committee including at a minimum the Scholar Supports Coordinator and classroom teachers to determine whether the scholar's misconduct was a manifestation of his or her disability; whether the scholar was appropriately placed and receiving the appropriate services at the time of the misconduct; and/or whether behavior intervention strategies were in effect and consistent with the scholar's IEP or 504 Plan. If it is determined



that the scholar's misconduct was not a manifestation of his or her disability, that the scholar was appropriately placed and was receiving appropriate services at the time of the misconduct, and that the behavior intervention strategies were in effect and consistent with the scholar's IEP, the scholar may be recommended for termination.



Community Violation – Lower School

Scholar Name: _____ **Violation of the Day:** _____
Date: _____ **Violation of the Quarter:** _____
Teacher: _____ **Parent contacted?** _____

At Vision Preparatory Charter School, we have high expectations for scholar behavior. The scholar named above has violated the community expectations that we hold. The following scholar choices led to this Community Violation.

Teacher notes:

The scholar should reflect on these choices on the back of this paper. This sheet must be signed by the scholar and the parent and returned to school the next day.

If a child makes continued or serious inappropriate choices, he or she will receive a **Community Violation**. The scholar will need to remove him or herself from the rest of the community and complete the reflection section on the back of the Community Violation form.

A parent needs to sign this Community Violation sheet tonight and return it with the scholar the next school day. Unsigned Community Violations will result in another Community Violation.

Community violations have escalating consequences throughout the quarter. The consequences are as follows:

- The **first community violation** of the day will be accompanied by a phone call home. The teacher may also request a conference with a parent.
- A second community violation in a day (a **Double Community Violation**) or the **4th community violation of a quarter** will result in immediate parent contact. At this point, a parent will be required to attend a mandatory conference with the teacher.
- If a scholar earns a **6th Community Violation of a quarter**, the parent will be contacted immediately and be required to attend a mandatory conference with Principal, teacher, parent, and scholar before the scholar is allowed to return back in class.
- If a scholar earns a **7th Community Violation of a quarter**, the child will be suspended until a parent spends 90 minutes in class with the child when readmitting him/her back to school.
- If a scholar earns an **8th Community Violation of a quarter**, the child will serve an out of school suspension for a least one day for this and each subsequent Community Violation.
- If a scholar earns a third Community Violation in a day (a **Triple Community Violation**), the scholar will serve an out of school suspension for at least one day.

Scholar Signature

Parent Signature



Community Violation – Lower School

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SCHOLAR REFLECTION

I disrespected our community. I need to reflect on my actions. What poor choice did I make?

What would have been a better choice?

Which core value did I choose to ignore?
