



Наша Українська Рідна Школа Ukrainian Heritage School

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UHS STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. Members of the school staff have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. **Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action.** The standards of conduct are broken down into four major categories, Levels I, II, III, and IV.

A student who is well informed concerning his rights and responsibilities, and the standards of behavior expected, should not require disciplinary action. For the information of all students; however, infractions to avoid and disciplinary actions are presented below. **Consistent application of these standards of conduct by teachers, staff and administrators should result in fairness for all students (offenders and victims alike) and help our school to better achieve our ultimate goal — educating the students.**

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school and notification of law enforcement officials. **The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school-supervised activity, function or event.** Below each rule is a standardized list of disciplinary actions to be taken. **However, the administration may exercise more extreme action in severe situations or in situations where a student has been involved in other rule infractions.**

All levels of infractions will be documented on UHS Incident Report Forms by administrators and filed in student records.

A. LEVELS OF INFRACTIONS

Disciplinary penalties may range from a minimum of a reprimand to a maximum of an expulsion. Infractions are categorized into the following four levels of offenses:

Level Category Definitions

Level I consists of minor infractions that occur and can be corrected and documented by any school personnel.

Level II consists of offenses that are more serious in nature or persistent or serious Level I infractions and that require administrative involvement.

Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, or are persistent or serious Level I or II infractions.

Level IV consists of serious offenses which include willfully or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, or at school activities; or Level I, II, or III infractions depending on the severity or persistence of the act.

B. LEVEL I

Disciplinary actions for Level I infractions will become progressively more severe if the student continues to violate Level I infractions. The administrator may choose the most severe penalty at any time based on the student's past disciplinary record and severity of offense. An administrator may not use a less severe consequence on any given rule without conferencing with the disciplinary team.

Reporting Requirement: Violations of Level I rules may be reported by the teacher or staff member to the school administrator and will be dealt with exclusively within the school.

LEVEL I CONSISTS OF MINOR INFRACTIONS THAT CAN BE CORRECTED BY ANY SCHOOL PERSONNEL

Rule 1. Refusal to Follow School and/or Classroom Rules

Rule 2. Defiant Behavior

Rule 3. Academic Dishonesty

Rule 4. Repeated School and/or Class Tardiness

Rule 5. Profanity and Obscene Gestures

Rule 6. Sexually Explicit Materials

Rule 7. Student Dress and Grooming

Rule 8. Public Display of Affection

RULE 1. Refusal to Follow School and/or Classroom Rules

Students shall comply with reasonable instructions from administrators, teachers, instructional assistants or any other authorized school employee. If the student does not comply with any school personnel, then the following consequences will be followed.

- a. Parent/Administrator Conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation

RULE 2. Defiant Behavior

Open defiance or blatant refusal to follow the reasonable directives of any authorized school or UECC employee.

- a. Parent/administrator conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation

d. Recommendation for expulsion

RULE 3. Academic Dishonesty

A student will not cheat on tests, nor will a student aid other students in cheating on tests. Students caught cheating on tests will receive a zero.

- a. Parent/teacher conference
- b. Parent/teacher/administrator conference
- c. Suspension — 1 day
- d. Recommendation for expulsion

RULE 4. Repeated School and/or Class Tardiness

Students shall not be tardy. A student is tardy if he/she is not in his/her classroom or other assigned location 15 minutes after 9:00, first bell. Penalties for violation of this rule will be no admittance to class and make up work for the missed period.

RULE 5. Profanity and Obscene Gestures

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process.

- a. Parent/Administrator Conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation
- d. Recommendation for expulsion

It is not a Level I infraction when a student directs profane, violent, vulgar, abusive or insulting language toward any school employee. The student may be recommended for expulsion.

RULE 6. Sexually Explicit Materials

A student may not have in their possession or control any sexually explicit materials, including but not limited to magazines, books, photos, tapes, CD's, DVD's, drawings, and computer software on school property.

- a. Parent/administrator conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation
- d. Recommendation for expulsion

RULE 7. Student Dress and Grooming

A student will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state or local law, or affects the welfare and safety of students and teachers. Furthermore, students are prohibited from obscene, lewd or vulgar comments or designs and wearing clothing directed toward or intended to threaten, intimidate or demean an individual or group of individuals as well as items advertising alcohol, tobacco or illegal drugs.

RULE 8. Public Display of Affection

A public display of affection is inappropriate school behavior.

- a. Parent/administrator conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation
- d. Recommendation for expulsion

C. LEVEL II

Disciplinary actions for Level II infractions will become progressively more severe if the student continues to violate Level II infractions. The administrator may choose the most severe penalty at any time based on the student's past disciplinary record.

Reporting Requirement: Violations of Level II rules will be reported by teachers or staff to the school administrator. The school administrators shall **use their discretion in deciding whether to report the offense to law enforcement officials.**

LEVEL II CONSISTS OF OFFENSES THAT ARE MORE SERIOUS IN NATURE, OR PERSISTENT, OR SERIOUS LEVEL I MISCONDUCT

Rule 9. Persistent Disregard for Level I or Level II Infractions

Rule 10. Violation of Parking and Driving Regulations

Rule 11. Leaving Campus or Designated Area

Rule 12. Smoking and Smokeless Tobacco

Rule 13. Forgery or Falsification of Information or Failure to Provide Identification

Rule 14. Fighting

Rule 15. Harassment

Rule 16. Loitering by Suspended or Expelled Student

Rule 17. Misdemeanor Theft

Rule 18. Criminal Mischief/Vandalism — Relatively Minor Damage

Rule 19. Use of electronic communication devices during instruction.

RULE 9. Persistent Disregard for Level I or Level II Infractions

RULE 10. Violation of Parking and Driving Regulations

Students are prohibited from sitting in parked vehicles during school hours.

- a. Parent/Administrator conference and suspension - 1 day
- b. Repeat offense – recommendation for expulsion

RULE 11. Leaving Campus or Designated Area Without Permission

After arrival on the school campus, a student will not leave the campus without permission from an administrator.

- a. Parent/Administrator conference and suspension — 2 days and probation
- b. Recommendation for expulsion

RULE 12. Smoking and Smokeless Tobacco

A student may not smoke, have possession or control of any tobacco products, tobacco related substances, smoking paraphernalia (matches, lighters, etc.) on school property.

- a. Parent/Administrator conference

- b. Suspension 1 - day
- c. Suspension - 2 days and probation
- d. Recommendation for expulsion

RULE 13. Forgery or Falsification of Information or Failure to Provide Identification

No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when identity is requested by a staff member.

- a. Parent/Administrator conference and suspension — 1 day
- b. Suspension — 2 days and probation
- c. Recommendation for expulsion

RULE 14. Fighting

Physical blows or contact exchanged between students is considered fighting. **If a student is found to have not initiated the fight, he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement.**

- a. Suspension — 1 day
- b. Suspension — 2 days and probation
- c. Recommendation for expulsion

RULE 15. Harassment

An incident or a series of actions, statements or behaviors directed at a specific individual or group with the intent of annoying, ridiculing, demeaning, tormenting, intimidating, or otherwise causing fear in another person.

- a. Parent/Administrator Conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation
- d. Recommendation for expulsion

Continued harassment may be considered bullying. (See Rule 29 for bullying)

RULE 16. Loitering by Suspended or Expelled Student

No suspended or expelled student shall loiter on school grounds during school hours while serving suspension/expulsion.

- a. Parent notified and student may be referred to legal authorities.
- b. Violations of this rule may increase the number of days suspended.

RULE 17. Loitering in Ukrainian Educational and Cultural Center (UECC)

No student is allowed to loiter in the UECC during school hours without permission of school officials.

- a. Parent/Administrator conference
- b. Suspension — 1 day and probation
- c. Suspension – 2 days and probation
- d. Recommendation for expulsion

RULE 18. Misdemeanor Theft

Students shall not take or **possess** property that does not belong to them. In the event that it is determined that a student took property from another students, **parent shall be responsible for making restitution.**

- a. Parent/Administrator conference and suspension — 2 days and probation
- b. Recommendation for expulsion

RULE 19. Criminal Mischief/Vandalism

No student shall destroy or damage any property of another or that belonging to the school or UECC. **The parent/guardian shall be responsible for all damages to property caused by his/her child.**

- a. Parent/Administrator conference and suspension — 2 days and probation
- b. Recommendation for expulsion

RULE 20. Use of Electronic Communication Devices during instruction.

No student shall use electronic communication devices during instruction. If a cell phone is used during instruction it will be turned into administration and parents of the owner will have to come to the school to pick it up.

- a. Parent/Administrator Conference
- b. Suspension — 1 day
- c. Suspension — 2 days and probation
- d. Recommendation for expulsion

D. LEVEL III

Disciplinary actions for violation of Level III infractions will become progressively more severe if the student continues to violate Level III infractions. When referred, the administrator may choose the most severe penalty at any time based on the circumstances involved in the particular incident.

Reporting Requirement: Violations of Level III rules will be reported immediately by teachers or staff to school administrators. The school administrators may report such incidents to law enforcement officials.

LEVEL III CONSISTS OF OFFENSES THAT SIGNIFICANTLY DISRUPT THE EDUCATIONAL PROCESS, SCHOOL ENVIRONMENT, AND/OR SCHOOL-RELATED ACTIVITIES, OR ARE PERSISTENT OR SERIOUS LEVEL I OR II MISCONDUCT

Rule 21. Possessing, Using or Being Under the Influence of Alcohol or Illegal Drugs

Rule 22. Possessing or Using Drug Paraphernalia

Rule 23. Possession of Fireworks

Rule 24. False Emergency Alarm/Tampering with Safety Devices

Rule 25. Simple Assault

Rule 26. Simple Terroristic Threat

Rule 27. Bullying

Rule 28. Disorderly Conduct

Rule 29. Misdemeanor Battery

Rule 30. Unlawful Sexual Contact

Rule 31. Sexual Harassment

Rule 32. Indecent Exposure

Rule 33. Extortion/Bribery

Rule 34. Unauthorized Accessing or Attempting to Access Computer Files

Rule 35. Possession or Use of Prohibited Weapon or Laser

Rule 36. Felony Theft — Student Property

Rule 37. Felony Theft — School Property

RULE 21. Possessing, Using, or Being Under the Influence of Alcohol or Illegal Drugs

Students shall not possess, use or be under the influence of alcohol at school or school-related activities.

a. Parent/Administrator conference and suspension - 10 days and probation

b. Recommendation for expulsion

Illegal Drugs - any controlled prescribed or over the counter drug/medication not for the personal use of prescribed person or any controlled or uncontrolled substance. In the event that a student is found possessing, using, or under the influence of illegal drugs, the student will be reported to legal authorities.

RULE 22. Possessing or Using Drug Paraphernalia

Students may not possess, use or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers).

a. Parent/Administrator conference and suspension — 3 days and probation

b. Recommendation for expulsion

RULE 23. Possession of Fireworks

No student shall possess, use or threaten to use any fireworks on school grounds.

a. Parent/Administrator conference and suspension — 3 days

b. Recommendation for expulsion

RULE 24. False Emergency Alarm/Tampering with Safety Devices

A student shall not circulate a story of a fire, bombing, bomb threat or other catastrophe when that student knows the story to be untrue. Students will not tamper with safety devices on any school property. If injury results to any person as a result of the false alarm or tampering with safety devices, the student will be reported to law enforcement agencies.

a. Parent/Administrator conference and suspension — 3 days and probation

b. Recommendation for expulsion

RULE 25. Simple Assault

A student shall not engage in conduct which creates a substantial risk of physical injury to another student.

a. Parent/Administrator conference and suspension – 3 days and probation

b. Recommendation for expulsion

RULE 26. Simple Terroristic Threat

A student shall not threaten another student, making that student fear imminent physical harm. **NOTE:** Threats conveyed with a weapon or with the use of a weapon shall be reported immediately to legal authorities by an administrator.

- a. Parent/Administrator conference and suspension – 3 days
- b. Recommendation for expulsion

RULE 27. Bullying

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or a school employee.

Bullying may occur through written, verbal, electronic or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property. Bullying consists of repetitive aforementioned acts.

- a. Parent/Administrator conference and suspension - 3 days
- b. Recommendation for expulsion

RULE 28. Disorderly Conduct

No student shall engage in inappropriate behavior that substantially disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity or school program. Such behavior includes, but is not limited to, fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of persons.

- a. Parent/Administrator conference and suspension — 3 days
- b. Recommendation for expulsion

RULE 29. Misdemeanor Battery — Minor Physical Injury

A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student.

- a. Parent/Administrator conference and suspension — 3 days and probation
- b. Recommendation for expulsion

RULE 30. Unlawful Sexual Contact

Students shall not touch other students in a sexual manner.

- a. Suspension — 3 days and probation
- b. Recommendation for expulsion

RULE 31. Sexual Harassment

Sexual harassment is unwanted verbal, written or physical behavior of a sexual nature. Such behavior is illegal if it created an environment that is hostile or intimidating. Typical examples of sexual harassment include sexually oriented gestures, jokes, or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation.

- a. Parent/Administrator conference and suspension — 3 days
- b. Recommendation for expulsion

RULE 32. Indecent Exposure

Students shall not expose their sex organs in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm.

- a. Parent/Administrator conference and suspension - 3 days
- b. Recommendation for expulsion

RULE 33. Extortion/Bribery

No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

- a. Parent/Administrator conference and suspension — 3 days
- b. Recommendation for expulsion

RULE 34. Unauthorized Accessing or Attempting to Access Computer Files

A student shall not modify, erase software without authorization, introduce any viral agent, access another individual's electronic documents, access, create, reproduce or distribute documents/sites containing vulgar language or obscene materials. A student may lose use of network resources.

- a. Parent/administrator conference and suspension — 3 days and probation
- b. Recommendation for expulsion

RULE 35. Possession of Prohibited Weapon or Laser

No student shall use an object or laser, other than for its reasonable use, as a weapon to inflict physical injury on any school property or at school-related events.

- a. Parent/Administrator conference and suspension - 3 days
- b. Recommendation for expulsion

RULE 36. Felony Theft — Student Property

Students shall not take the property of another person or be in possession of property belonging to another without that person's permission. If a student steals or is in possession of property belonging to another person worth \$500 or more **Parent/Guardian will make restitution.**

- a. Parent/Administrator conference and suspension - 3 days
- b. Recommendation for expulsion

RULE 37. Felony Theft — School Property

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission **Parents/Guardian will make restitution.**

- a. Parent/Administrator conference and suspension - 3 days
- b. Recommendation for expulsion

E. LEVEL IV

LEVEL IV CONSISTS OF SERIOUS OFFENSES WHICH INCLUDE WILLFUL OR MALICIOUS ACTS THAT HAVE THE EFFECT OF MATERIALLY AND SUBSTANTIALLY DISRUPTING THE EDUCATIONAL ENVIRONMENT IN THE SCHOOL.

RULE 38. Behavior Not Covered

The Ukrainian Heritage School reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules.