

**Doctors Charter School of Miami Shores
Miami-Dade County Public Schools**

2009-2010

Code of Student Conduct



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Doctors Charter School of Miami Shores Conduct and Discipline Policies

Note: All school rules are in effect at all times on campus and at all school sponsored events off campus or when a student is wearing the school uniform or can be identified as a Doctors Charter School student by their attire. All Doctors Charter students are students of the Miami Dade County Public Schools.*

*For any topic that is not specifically covered in this document, Doctors Charter School will adhere to the Code of Student Conduct (CSC) of Miami-Dade County Public Schools.

CODE OF CONDUCT

Doctors Charter School of Miami Shores is a college preparatory school. The mission of the School, with parental and community support, is to nurture and to assist each student to reach his/her academic goals and to develop a sense of community responsibility and social awareness. The School holds its students accountable for the highest level of student conduct. We expect our students to treat others with respect and courtesy. **The goal of the Code of Conduct is to assist students in developing self discipline, character and responsibility for our school, the larger community, family and fellow students.** The primary objective of this code is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

CAFETERIA CONDUCT

Students are permitted in the cafeteria during their assigned lunch periods **ONLY**. Running and shouting are considered improper behavior in the cafeteria. Students will proceed through the cafeteria line in an orderly fashion, "first come, first served." Students may not hold a place in line for other students. Students are responsible for cleaning up after themselves, by placing their own trash in the proper receptacles and helping to maintain a clean eating environment. Students are not permitted to send out for food and parents are not to have food delivered to the school. Students are to report promptly to their lunch period and are not permitted to leave the cafeteria without the permission of the supervising faculty. Misconduct in the cafeteria will result in disciplinary sanctions.

FOOD AND BEVERAGE POLICY

Food and beverages other than water may not be consumed in the building outside of the cafeteria.

LIBRARY CONDUCT

The library is a quiet place for individuals to read, study, research, and receive formal instruction from the librarians or teachers. Food and drinks are not allowed in the library. Materials are checked out for a period of two weeks. A replacement fee will be charged for lost or damaged materials. Students with outstanding fees will not be issued final transcripts and/or report cards.

Taking a library book without properly checking it out is stealing, and violates the value placed on integrity. Any student stealing library books will be held accountable and subject to disciplinary action.

USE OF PORTABLE ELECTRONIC DEVICES

Cellular telephones and other electronic equipment may not be used in the School building at any time, before, during, or after school, and will be confiscated if heard or seen. Cell phones and other electronic equipment that is confiscated will be held for 24 hours and returned only to the student's parents or legal guardian. A student's personal laptop computer may be used in class only with the teacher's permission.

CONSEQUENCES OF CONDUCT INFRACTIONS

NOTE: Demerits are cumulative during one school year. Thus, penalties escalate as the demerits accrue.

Group 1 Infractions

Disruptive Behaviors: 2 demerits and 1 detention

Parent contact by email or phone (voice mail messages constitute parent contact), and/or Administrative-teacher/student conference

- Dress code and uniform violations
- Excessive tardiness-for each tardy to a class or to school, after the third, in a given grading period
- Violations of food and beverage policy
- Chewing gum, candy in the classroom
- Littering
- Public display of affection
- Excessive talking in class, breach of classroom rules, and any behavior which disrupts the orderly educational process
- Disruptive behavior in the hallway
- Use of objects such as beeper, or recreational electronic/digital devices
- Use of cell phone during school hours
- Breach of cafeteria/assembly rules
- Breach of library rules
- Breach of PE/Athletic rules
- Breach of Field Trip rules

Group 2 Infractions: 4 demerits and 2 detentions

Parent contact by email or phone (voice mail messages constitute parent contact), and any of the following may apply: Administrative-teacher/student conference; Removal from class, if appropriate; Suspension or other alternatives (see Miami-Dade County CSC); Referral to formal counseling or program; referral of criminal acts to local police agency for appropriate legal action; Restitution or restoration when appropriate.

- Possession of an item (including but not limited to: tobacco products, lighters, matches) that the school administration deems inappropriate for school.
- Disobedience/ Disrespect/Insubordination
- Blatant disruptive behavior in class on field trip, or at other school related activity
- Out of bounds (refers to a student being in a place other than where he/she should be during a given time, or in a place which is off limits to students.)
- Breach of fire drill or emergency procedures
- Vulgar, offensive language or dress
- Skipping class
- Failure to report to a detention
- Unauthorized sale of goods
- Gambling or unauthorized card playing

Group 3 Infractions: 8 demerits and 4 detentions

Parent contact by email or phone (voice mail messages constitute parent contact), and any of the following may apply: Administrative-teacher/student conference ;Removal from class, if appropriate; Suspension or other alternatives (see Miami-Dade County CSC); Referral to formal counseling or program; referral of criminal acts to local police agency for appropriate legal action; Restitution or restoration when appropriate.

- Truancy or leaving the campus during school hours without permission
- Use of tobacco products, lighter, matches
- Inappropriate use of technology
- Cheating and/or plagiarism or knowingly contributing to cheating and/or plagiarism
- Vandalism (up to \$100)

Group 4 Infractions: 16 demerits and 8 or more detentions

Parent contact by email or phone (voice mail messages constitute parent contact), and any of the following may apply: Administrative-teacher/student conference; Removal from class, if appropriate; Suspension or other alternatives (see Miami-Dade County CSC); Referral to formal counseling or program; referral of criminal acts to local police agency for appropriate legal action; Restitution or restoration when appropriate.

- Forgery as defined in Doctors Charter School Student/Parent handbook

- Blatant defiance of school personnel's authority
- Threat/intimidation/aggression (intentional verbal or physical threat to do violence to someone by a student who possesses an apparent ability to do so and in doing so, creates a well-founded fear that such violence is imminent)
- Disruption on the school bus
- Indecent proposition or behavior
- Possession or distribution of obscene material
- Petty Theft (under \$300)
- Language to incite violence or disruption
- Vandalism (over \$100)

Group 5 Infractions: 20 demerits and 10 detentions

Parent contact by email or phone (voice mail messages constitute parent contact), and any of the following may apply: Administrative-teacher/student conference; Removal from class, if appropriate; Suspension or other alternatives (see Miami-Dade County CSC); Referral to formal counseling or program; referral of criminal acts to local police agency for appropriate legal action; Restitution or restoration when appropriate.

- Bullying (repeatedly using hostile, intimidating, domineering, or threatening behavior with the aim or purpose of physically or mentally hurting another individual)
- Harassment (repeated hostile treatment or violence against a student because of his/her gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability is considered harassment)
- Sexual harassment (repeated unwelcome conduct of a sexual nature; sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile or offensive school environment.

Group 6 Infractions: 30 demerits and suspension or dismissal

Parent contact by email or phone (voice mail messages constitute parent contact), and any of the following may apply: Administrative-teacher/student conference; Removal from class, if appropriate; Suspension or other alternatives (see Miami-Dade County CSC); Referral to formal counseling or program; referral of criminal acts to local police agency for appropriate legal action; Restitution or restoration when appropriate.

- Possession of a weapon, knife, firearm, explosive devices as defined by M-DCPS Code of Student Conduct
- Possession of a controlled substance: illegal drugs or alcohol
- Battery or aggravated battery as defined by M-DCPS CSC
- Vandalism and/or theft (over \$300)
- Assault on school personnel as defined by M-DCPS CSC
- Instigation of a false fire alarm

- Conviction of any crime which indicates a potential danger to the School Community

DEMERITS AND CONSEQUENCES OF CONDUCT INFRACTIONS

Breaches of the code of conduct will result in disciplinary sanctions in the form of demerits, detentions, suspension and/or dismissal.

1. Detentions are held after school for one hour. Students will be given 24 hours notice of detention. Detention must be served when scheduled. Students present for any part of a school day will be expected to serve a detention if it is scheduled for that day. Acceptable reasons for missing a detention include student illness or a doctor's appointment. Written proof of a doctor's appointment will be required upon the students return to school. If such proof is not provided upon the students' return, they will be considered to have skipped the detention. **Detention takes precedence over any other after school activity or sport.**
2. Students who fail to attend as scheduled for detention, arrive late to detention, or who are asked to leave detention for misbehavior will be required to make up that detention and will be assigned two additional detentions.
3. Demerits and detentions are assigned at the discretion of the Executive Director or designee. Detentions not served in one school year may be carried over to the next school year at the discretion of the Executive Director or designee.
4. Students will be notified upon receipt of demerits.
5. Upon receipt of the twentieth (20th) demerit, a letter will be sent to the home notifying the total demerits accumulated.
6. Upon receipt of the fortieth (40th) demerit, a student shall be liable for dismissal from Doctors Charter School upon recommendation of the Executive Director's Discipline Committee. Any student that receives 40 demerits in a school year and is not withdrawn from the school will be placed on probation for all or part of the following school year. The terms of the probation will be recommended by the Discipline Committee and determined by the Executive Director. The Discipline Committee shall be comprised of six faculty members and a Board Member. A parent may be asked to participate on the Discipline Committee as long as the process is blind. Students may also be dismissed from Doctors Charter School for a single serious offense as determined by the administration and/or the Discipline Committee. Only the Executive Director, after consultation with Discipline Committee, may ask a student to withdraw from Doctors Charter School (mandatory withdrawal). Once a student is withdrawn, their re-admittance in the future will be at the discretion of the Executive Director.
7. A second suspension during a school year at Doctors Charter School may result in his/her immediate dismissal from the school.

8. While the Administration retains the right to impose heavier penalties for more serious infractions, the school also reserves the right to choose from any of the penalties prescribed by the Code of Student Conduct of the Miami-Dade County Public Schools.

Under ordinary circumstances, one or more sanctions may be appropriate. Demerits are cumulative; however they may not be carried over from one school year to the next. However, a student may be placed on probation for all or part of one school year due to a previous school year's infractions. Students who have been suspended two or more times in a school year will be placed on probation for the first quarter of the following year. Suspensions will be recorded in the student's permanent record and reported to M-DCPS, and are maintained on file from year to year.

LEVEL ONE CONFLICT RESOLUTION PROCESS

Any parent/guardian who has a problem with the school procedures must follow the Conflict Resolution Process to address his/her concerns:

1. Meet with the teacher
2. Meet with the other staff personnel: discipline coordinator, guidance counselor, ESE coordinator, etc.
3. Meet with the Executive Director

LEVEL TWO CONFLICT RESOLUTION PROCESS

For an infraction which may lead to a suspension or recommendation for dismissal the following steps listed below must be followed:

1. Meet with the teacher
2. Meet with the other staff personnel: discipline coordinator, guidance counselor, ESE coordinator, etc.
3. Meet with the Executive Director
4. Meet with Board representative for conflict resolution:
Alice Burch, Secretary to the Board
Phone (home): 305-758-4886
5. Appear before the Board of Directors for a final appeal.

Revised: October 2007