

penrose academy

STUDENT CODE OF CONDUCT POLICY

This code of conduct is a guide for students on personal conduct that reflects Penrose Academy's mission and culture. The Code of Conduct policy is intended to support a professional, safe, and healthy learning environment that promotes the academic, social, and professional growth of all students. The Code of Conduct is meant to support the development of self-discipline in all students. Both positive and negative consequences of behavior are recognized as necessary to encourage appropriate behavior and discourage inappropriate behaviors that would interfere with the goals and missions of Penrose Academy.

While attending school during regular hours or during school-sponsored activities, students are expected to adhere to following standards:

- Practice professionalism.
- Be committed to their education.
- Connect and communicate authentically with the entire Penrose community.
- Be genuine, fair, kind, respectful, and honest to the entire Penrose community.
- Be accountable by taking responsibility with the intention to do well.
- Handle critical feedback with an open mind; avoid the urge to deny, deflect, or diffuse constructive feedback.
- Be available. Put technology away and connect face to face.
- Students' priority at school is to learn; avoid distractions that interfere with or are counter-intuitive to that mission.
- Be in the assigned place with appropriate materials, ready to perform at the designated time that class and/or student clinic begins.
- Always use school-appropriate language and behavior while maintaining friendly and courteous behavior.
- Follow individual educator instructions, class and/or student clinic rules, and expectations always.
- Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never tear them down.
- School attendance and participation in classroom and/or student clinics are a critical part of the educational process. Refusal to participate is defined as refusal to perform services, refusal to take a guest, and refusal to take a walk-in guest.
- Regular attendance at school is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of students.
- Represent yourself in a manner that you will be proud of.

PROHIBITED CONDUCT

- Students shall obey federal, state, and local laws and the policies of Penrose Academy.
- Students are prohibited from making false statements and/or providing false information to Penrose Academy's personnel, including Title IX coordinators and investigators.
- Students shall not take pictures or videos of other students, guests, faculty, or staff without consent.
- Penrose Academy will not tolerate bullying. If you see someone being bullied, intervene by telling them to stop or immediately report it to Academy personnel. Bullying is defined by the state of Arizona as any written, verbal, or physical act/electronic communication, including the

use of social media that is intended to harm a student. This is considered student misconduct and will not be tolerated.

- Penrose Academy will not tolerate the possession of weapons and/or controlled dangerous substances on any school property or at any school function on or off school property. Any violation involving these items will bring severe penalties, and involvement of law enforcement officials should be expected. Also, be advised that carrying or using a firearm will carry with it the most swift and severe of penalties available to the academy.
- Penrose Academy will not tolerate the obstruction of teaching; disrupting or obstructing teaching and/or learning is prohibited. Disruptions are defined as behaviors that continue after a warning and which a faculty member would view as being likely to interfere with the conduct of a class substantially or repeatedly. Examples may include but are not limited to unauthorized use of cell phones and electronic devices in the classroom and/or student clinics; persistent speaking without being recognized; talking with classmates while a faculty member (or another student who has the floor) is talking; entering class late; leaving class early or leaving and returning to class while class is in session without approval.
- Penrose Academy has a zero-tolerance policy for drugs and alcohol use. For the safety of Penrose Academy's students, staff, faculty and guests, the manufacture, distribution, dispense of, possession, use, sale, purchase, offer to buy/sell or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of drugs (including the use of prescription drugs that cause impairment and medical marijuana) at Penrose Academy, on campus, or while engaged in the course curriculum.
- Penrose Academy will not tolerate on any school property or at any school function on or off school property:
 - Tobacco
 - E-cigarettes/Vaping
 - Illegal drugs and substance abuse
 - Vaping devices and/or other related paraphernalia
 - Gambling
 - Sexual harassment
 - Domestic and dating violence
 - Sexual misconduct
 - Intimidation
 - Retaliation
 - Violence
 - Weapons
 - Stalking
 - Physical/Verbal abuse
 - Disorderly conduct
 - Discrimination
 - Harassment
 - Damage or destruction of property
 - Dishonesty
 - Theft
 - Forgery
 - Fraud
 - Arson

RIGHTS AND RESPONSIBILITIES

Faculty and Staff

Penrose Academy employees strive to help each student realize his/her/their potential. Together we work to foster inquisitiveness, gain knowledge, and to succeed. To make this commitment, Penrose Academy employees shall:

- Always allow the student's access to varying viewpoints.
- Always deliver the subject matter in a relevant context to the student's progress.
- Always make a reasonable effort to protect the student from safety risks.
- Always attempt to eliminate exposure to embarrassment or disparagement.
- Always follow the "Praise Publicly, Coach Privately" rule.
- Always accept differing points of view and celebrate diversity by providing a safe environment regardless of a student's race, color, creed, gender, gender identification, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation.
- Always require and expect a student's involvement in the learning process.
- To know and execute the academy's policies regarding Student Code of Conduct.

- It is the responsibility of faculty to inform students of classroom and student clinic expectations and assessment guidelines in a timely manner.
- It is the responsibility of faculty to work within the academy in a setting of clear and structured guidelines of due process concerning violations of the Student Code of Conduct.

Student

- Students shall respect the rights of others.
- Students shall be involved in the learning process.
- Students shall have access to varying viewpoints.
- Students have the right to express their opinions in a responsible manner.
- Students have the right to take part in their education.
- Students have the right to be respected by their educators, support staff, and their peers.
- Students shall be responsible for demonstrating respect for themselves through their personal hygiene, dress, and behavior.
- It is the responsibility of students to familiarize themselves and comply with Penrose Academy's policies regarding the Student Code of Conduct.
- It is the right of students to be informed of any alleged violations and possible sanctions concerning violations of the Student Code of Conduct policy.
- It is the right of students to receive due process concerning alleged violations of the Student Code of Conduct policy, including an appeal process.

DISCIPLINARY MEASURES

Disciplinary measures shall be viewed as progressive to meet the severity and nature of any offense. The foremost element of all discipline shall be to create a positive learning experience for the students, to highlight a sense of responsibility for one's actions and to prevent future behaviors that may escalate in severity.

Disciplinary sanctions shall include but not be limited to:

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| • Informal warning | • Early dismissal |
| • Formal warning | • Suspension from school |
| • Behavioral contract | • Termination of enrollment |

Suspension from school will include suspension of privileges for participation in all school activities during the period of the suspension.

RIGHT TO DUE PROCESS

A student charged with code of conduct violations must be informed of the nature of the charges in writing, be given copies of any documents related to the charges and be given the opportunity to refute them. The academy must not be subjective in its decisions to discipline students and must always provide the opportunity for students to appeal any disciplinary penalty. When disciplinary decisions are rendered, students must be provided with procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or wellbeing of the student or others on the campus, a student's status, including the right to attend classes, participate in school related activities, or use Penrose Academy facilities, should not be altered pending disciplinary action.