

# penrose academy

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## Student Code of Conduct

This code of conduct guides students on personal conduct that reflects Penrose Academy's mission and culture. The Code of Conduct policy supports a professional, safe, and healthy learning environment that promotes all students' academic, social, and professional growth. 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 school-sponsored activities, students are expected to adhere to the 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 Penrose community.
- Be accountable by taking responsibility 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 student clinic begins.
- Always use school-appropriate language and behavior while maintaining friendly and courteous behavior.
- Follow individual educator instructions, class and student clinic rules, and expectations.
- Do not become a distraction for others. Instead, allow every other student to maximize their potential. Encourage your fellow students. Never tear them down.
- School attendance and participation in classroom and student clinics are critical to the educational process. Refusal to participate is defined as the refusal to perform services, refusal to take a guest, and refusal to take a walk-in guest.
- School attendance 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

**Penrose Academy will not tolerate prohibited conduct violations.** Prohibited conduct violations will bring severe penalties, and the involvement of law enforcement, in some incidents. Also, be advised

that carrying or using a firearm will have the swiftest and most severe penalties available to the academy.

- Students shall obey federal, state, and local laws and the policies of Penrose Academy.
- Students are prohibited from making false statements and 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.
- Student are prohibited from bullying other students. If you see someone being bullied, intervene by telling them to stop or immediately report it to Academy personnel. Arizona defines bullying as any written, verbal, or physical act/electronic communication, including social media, intended to harm a student and will not be tolerated.
- Students are prohibited from possessing weapons or controlled dangerous substances on any school property or at any school function on or off school property is
- The obstruction of teaching; disrupting or obstructing teaching and learning is prohibited.

Disruptions are 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 student clinics, persistent speaking without being recognized, talking with classmates while a faculty member or another student who has the floor) is talking, arriving late, leaving early, or leaving and returning to class while the course is in session without approval.

Penrose Academy has a zero-tolerance policy for drug and alcohol use. The manufacture, distribution, dispensing 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 is prohibited.

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	Substance abuse	Drug Paraphernalia
Sexual misconduct	Sexual violence	Sexual harassment
Verbal abuse	Physical abuse	Disorderly conduct
Violence	Weapons	Stalking
Harassment	Retaliation	Intimidation
Discrimination	Gambling	Dishonesty
Theft	Fraud	forgery
Damage or destruction of property		Arson

## **Rights & Responsibilities**

### **Faculty and Staff**

Penrose Academy employees strive to help each student realize their potential. Together we work to foster inquisitiveness, gain knowledge, and succeed.

To make this commitment, Penrose Academy employees shall:

- Always allow the student access to varying viewpoints.
- Consistently deliver the subject matter relevant 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 the Student Code of Conduct.
- It is the responsibility of faculty to inform students of classroom and student clinic expectations and assessment guidelines promptly.
- It is the responsibility of faculty to work within the academy in a setting of clear and structured guidelines of the 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 responsibly.
- Students have the right to take part in their education.
- Students have the right to be respected by their educators, support staff, and peers.
- Students shall be responsible for demonstrating respect for themselves through their 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.
- Students shall be informed of any alleged violations and possible sanctions concerning violations of the Student Code of Conduct policy.
- Students have the right to due process concerning alleged violations of the Student Code of Conduct policy, including an appeal process.

### **Code of Conduct Violation Penalties**

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

- Informal warning
- Formal warning
- Early dismissal
- Behavioral contract
- Suspension from school

- Termination of enrollment

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

### **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 sanction students and must always provide the opportunity for students to appeal to any disciplinary penalty. When disciplinary decisions are rendered, students are 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.