



LITTLE ROCK PREPARATORY ACADEMY SAFETY & CLASS CODE VIOLATIONS

Dear Little Rock Preparatory Academy Parents,

Safety, equality and relationships are at the heart of the work we do every day. It is our belief that learning can only take place when students feel welcome, respected, and secure, so our program has taken proactive measures to help our school establish a positive culture and climate.

Academic and social success go hand in hand. Ensuring a safe and respectful learning environment while setting clear and high expectations for every student are critical first steps. Just as you set rules for your family and teachers it is important that we establish classroom expectations.

The Little Rock Preparatory Academy administration team has adopted a series of policies to guide student behavior. The Code of Conduct was developed with input from a diverse group of faculty members to serve a diverse group of students, families and educators in order to:

- Reflect applicable law and policies related to student behavior;
- Communicate the high standards we have for students;
- Delineate responsibilities and expectations for students, staff and families;
- Explain the process that staff members use to enforce behavior expectations;
- Outline consequences for misbehavior.

We have intentionally approached this work with a focus on preventative expectations, corrective and restorative responses and supportive consequences in lieu of those that require removal from class and the campus. Our goal is to continue to reduce suspensions and keep all our students engaged, learning and succeeding in a safe and positive environment.

Obligation as a parent to Little Rock Preparatory Academy:

- Stressing the importance of education and learning to your child.
- Making sure your child attends school on time every day.
- Keeping the school aware of, and providing documentation of, any custody changes involving your child.
- Providing resources to help your child complete classwork and homework.
- Being involved with school activities.
- Keeping in touch with the school about your child's progress.

- Participating in parent/teacher conferences and other school-requested meetings regarding your child's behavior or academic performance.
- Cooperating with the school if disciplinary action is necessary.
- Notifying the school when your child has any conditions or situations (e.g., medical problems, family issues or social concerns) that could threaten the safety of your child, other children, or school personnel.
- Remaining familiar with the Code, the policies and regulations of Little Rock Academy.

Obligation from Little Rock Preparatory Academy to the Parents:

- To be respected as an individual regardless of race, color, national origin, age, religion, sex, gender identity, sexual orientation, or disability.
- To be treated with courtesy by all members of the school staff.
- To be informed about academic requirements, school programs, grading, and promotion policies, and to have access to board and school-based decision making council policies and administrative procedures.
- To participate in parent/teacher conferences.
- To have access to your child's cumulative records, written work, and student portfolios, to request the removal or correction of any false or misleading information, or to request the names and addresses of outside recipients of information about your child .
- To have information about programs for exceptional students and to participate in decisions regarding your child's placement in a special education class, if applicable.
- To receive any available help to further the educational progress and improvement of your child. To expect classroom discipline to be maintained and to be informed of any documented disciplinary steps taken affecting your child.
- To receive prompt and appropriate communications about your child. To have the privilege of participating in school level groups (PTA, PTSA, SBDM, etc.) that deal with school policy, program development and evaluation and dissemination of information.

Obligation from Little Rock Preparatory Academy to the Students:

- To be treated respectfully, regardless of race, color, national origin, age, religion, sex, gender identity, sexual orientation, or disability.
- To be free from bullying, harassment, or abuse (of a verbal, physical, or sexual nature) or threat of such bullying, harassment, or abuse by other students, Little Rock Academy school employees, school volunteers, or school visitors.
- To receive academic grades based only upon academic performance, never to reflect punishment for misconduct. You are also entitled to an explanation of how grades are determined in each class.

Referrals may be made by school personnel to a school level administrator. A referral shall be made:

- Whenever there is suspected illegal activity or safety risk;

- Whenever actions taken to address student misconduct have failed to correct the inappropriate or unacceptable behavior(s) involved; or
- Whenever the specific behavior(s) involved require other help.

Prior to any office referrals or disciplinary measures, students will first be supported in learning the skills necessary to function in the school environment and to avoid negative social behavior.

In all cases, the referring person shall contact the parent and submit an office discipline referral form in accordance with school policy. Documentation of the violation and resulting administrative action, as indicated on the office discipline referral form, shall be kept by the assigned administrator, entered into the school's database.

Class Code Violations

Each Violation will be segmented into different Class Codes. Depending on the violation will result in the punishment that is administered by the school. These punishments are subject but not limited to referrals; indoor suspension, outdoor suspension, expulsion, and criminal action taken if need be.

Class 1 Code Violations

DISRUPTIVE BEHAVIOR: This violation means causing an interruption of the learning environment: 1) On the way to or from a class or activity; or 2) In a class or activity despite the corrective efforts of school personnel.

DRESS CODE VIOLATION: This violation means dressing in a manner that: 1) Creates a distraction; 2) Creates a disruption; or 3) Otherwise violates the school dress code.

OUT OF ASSIGNED OR DESIGNATED AREA; SKIPPING CLASS: This violation means being on campus but missing a portion of class or assigned activity without knowledge and authorization of an administrator, or staff member.

OUT OF ASSIGNED OR DESIGNATED AREA; UNEXCUSED TARDY TO CLASS: This violation means being on campus, but missing part of a class or activity without the authorization of an administrator or staff member.

OUT OF ASSIGNED OR DESIGNATED AREA; OTHER: This violation means: 1) Being on campus but away from the area, class, or activity to which the student is assigned; or 2) Being in a prohibited area.

PERSONAL ELECTRONIC DEVICE: This violation means possessing or using (turning on) a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor either during a restricted time or in a manner that has disrupted the setting.

Class 2 Code Violations

DISHONESTY; NON-CRIMINAL (CHEATING): This violation means copying/plagiarizing another's work and submitting it as one's own.

DISHONESTY; NON-CRIMINAL (FALSE REPORTING): This violation means: 1) Providing false information to a school official; or 2) Tampering with, altering or destroying an unofficial document, note, or signature.

DISREGARD FOR SAFETY: This violation means any action or behavior with the potential to injure the student or others.

INSUBORDINATION/FAILURE TO FOLLOW STAFF INSTRUCTIONS: This violation means any verbal, physical, or symbolic: 1) Refusal to comply with reasonable requests of school personnel; 2) Refusal to stop a disruptive behavior; or 3) Failing to accept in-school disciplinary measures.

OFFENSIVE SPEECH/ACTIONS; GANG ACTIVITY (PROMOTING): This violation means displaying signs, signals, or gestures indicative of affiliation or advertisement of an organized gang, group, or organization which advocates disruption or violence or has a history of group violence or disruption.

OFFENSIVE SPEECH/ACTIONS; PROFANITY OR VULGARITY: This violation means using profanity, not directed at a person, which includes swearing or the use of vulgar or inappropriate words, objects or gestures in a way that causes disruption or alarm.

TOBACCO POLICY VIOLATION; POSSESSION OR USE: This violation means the possession or use of any tobacco product by a student.

UNAUTHORIZED ABSENCE; CLOSED CAMPUS VIOLATION (LEAVING CAMPUS): This violation means leaving the school campus at which you are enrolled without the principal's permission.

Class 3 Code Violations

DISHONESTY; CRIMINAL (FALSE FIRE ALARM): This violation means: 1) Knowingly causing a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, that deals with emergencies involving danger to life or property; or 2) Initiating or circulating a report or warning of an alleged occurrence or impending occurrence of a fire or other emergency under circumstances likely to cause public inconvenience or alarm when he knows the information reported, conveyed or circulated is false or baseless.

DISHONESTY; CRIMINAL (FALSE REPORT): This violation means 1) Reporting to law enforcement authorities an offense or incident within their official concern knowing that it did not occur; 2) Furnishing law enforcement authorities with information allegedly relating to an offense

or incident within their official concern when he or she knows he or she has no information relating to such offense or incident; or 3) Knowingly giving false information to any law enforcement officer with intent to implicate another.

DISHONESTY; CRIMINAL (FORGERY): This violation means falsely making, completing or altering a written instrument with intent to defraud, deceive or injure .

DISHONESTY; CRIMINAL (FRAUD): This violation means obtaining money or property by false pretenses. **DISHONESTY; CRIMINAL (OBSTRUCTION):** This violation means intentionally impairing or hindering the performance of a governmental function by using or threatening to use violence, force or physical interference.

DISORDERLY CONDUCT: This violation means being in a public place and with intent to cause public inconvenience, annoyance, or alarm, or wantonly creating a risk [KRS 525.060(1)]: 1) Engaging in fighting or in violent, tumultuous or threatening behavior; 2) Making unreasonable noise; 3) Refusing to obey an official order to disperse issued to maintain public safety in dangerous proximity to an emergency; or 4) Creating a hazardous or physically offensive condition by any act serving no legitimate purpose.

ENDANGERING OTHERS; HAZING: This violation means advising, counseling or compelling someone to participate in an act that injures, degrades or disgraces the participant or other person.

ENDANGERING OTHERS; WANTON ENDANGERMENT: This violation means engaging in conduct that creates a substantial danger of death or physical injury to another person.

FIGHTING: This violation means engaging in mutually aggressive physical actions, involving physical contact where some injury may occur.

GAMBLING: This violation means staking or risking something of value upon the outcome of a contest, game, gaming scheme, or gaming device which is based upon an element of chance, in accord with an agreement or understanding that someone will receive something of value in the event of a certain outcome, on school property or at a school-sponsored event.

NON-CONTROLLED SUBSTANCE POLICY VIOLATION: This violation means the possession, use, distribution or sale of any over-the-counter ("OTC") product or non-controlled prescription medication in a manner inconsistent with established procedure.

PROPERTY DAMAGE OR VANDALISM; CRIMINAL MISCHIEF: This violation means a person : 1) Intentionally or wantonly defaces, destroys or damages any property without having the right to do so or any reasonable ground to believe that he or she has such right; or 2) Tamper with property so as to knowingly endanger the person or property of another.

THEFT; STEALING: This violation means the unlawful taking, possessing, carrying, leaving with or riding away with property of the district or another person without threat, violence, or bodily harm.

THEFT; POSSESSION OF STOLEN PROPERTY: This violation means buying, selling, receiving or otherwise possessing property stolen from the district or another person.

Class 4 Violations

ALCOHOL OR INTOXICANT; POSSESSION OR USE OF: This violation means possessing or using a prohibited substance.

ALCOHOL OR INTOXICANT; DISTRIBUTION, TRANSFER OR SALE: This violation means transferring or selling a prohibited substance.

ARSON: This violation means an unlawful act that involves intentionally starting or attempting to start a fire in a school building or on school property.

ASSAULT: This violation means an unlawful act that causes serious physical injury to another person by other than accidental means. All non-accidental behavior which causes physical injury to another person is intended to be encompassed and reviewed by administration.

BURGLARY: This violation means knowingly entering or remaining unlawfully in a building (or vehicle) with the intent to commit a crime.

DEADLY WEAPON: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, or using any instrument that could result in causing bodily injury.

DEADLY WEAPON; LOOK-ALIKE: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, or exhibiting any look-alike, toy, or facsimile of a Deadly Weapon as defined above.

ROBBERY: This violation means using or threatening the immediate use of physical force upon another person with the intent to accomplish theft.

CLOSED CAMPUSES

Students shall remain on the school campus at which they are enrolled and in assigned areas from the time they arrive until the close of the school day. Permission for a student to leave the school campus may be given only by the principal or his/her designee. Students may be present on a school campus at which they are not enrolled only with permission from that school's principal.

Penalties for violating this policy include, but are not limited to, suspension or revocation of student parking permits.

DISPENSING OF MEDICATION

No student shall share any prescription, over-the-counter medication, or any supplement with another student. The principal shall confiscate the substance in such cases and contact the student's parent/guardian. The substance shall be given to the appropriate authorities. School personnel selected by the principal shall dispense medication to students only if the medication has been prescribed or ordered by a physician, dentist, or Advanced Practice Registered Nurse (APRN). Antiseptic and other appropriate emergency items shall be maintained in first-aid kits.

Parent Permission: Students may take medicine, which is brought from home with written parental request, provided the following conditions are met. Medication shall be brought to school in the original prescription container, which includes the directions of the physician, dentist, or APRN for dispensing, or in the original over-the-counter medicine container with the written orders of the physician, dentist, or APRN attached. The information listed on the container shall include the student's name and the name and prescribed dosage of the medicine.

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I have received and read Little Rock Preparatory Academy Safety & Class Code Violations. By signing this page, I'm agreeing to receiving and acknowledging the content. As a parent I will adhere to the information and discuss with my child the importance of Safety and adhering to the class/school rules, policies and regulations.

Student's Name _____

Parent Signature _____

Date _____

Little Rock Preparatory Academy

Media Coverage Opt-Out/In Form

For All Students Complete this form to exercise your right to not have your child or their work shown on the schools social media page and or in the local news media. Students at Little Rock Preparatory Academy have tremendous talent and achieve remarkable accomplishments in academics, performing and visual arts and athletics. Throughout the year, there may be opportunities for positive publicity related to the accomplishment of individual students, school related groups and schools. Examples of this type of positive public relations opportunities include, but are not limited to, school newsletters, News Channel broadcasts, feature stories, announcements and photographs on social media platforms, school district publications, and coverage by local print, broadcast and radio media outlets.

If you **DO NOT** want your child or their work to appear publicly in photographs, articles, audio/video broadcasts, and/or interviews, the student or parent/guardian must sign this form and return it to the school office within one month after enrollment. This opt-out request will remain in effect for the current school year only.

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

If you **DO** want your child or their work to appear publicly in photographs, articles, audio/video broadcasts, and/or interviews, the student or parent/guardian must sign this form and return it to the school office within one month after enrollment. This opt-in request will remain in effect for the current school year only.

Student's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Little Rock Preparatory Academy
SCHOOL/PROGRAM CONTACT INFORMATION

Address: 13250 NW 28th Avenue, Opa-Locka Florida 33054
Campus Phone Number - 786-867-6511
Administrator - Chantele Harris