

Policy Type: Operational Policy

Title: Student Conduct and Discipline Policy

Effective: May 22nd, 2025

Purpose

Custom Class Charter School (Custom Class) is committed to providing a positive, safe, and equitable online learning environment for all students. The purpose of this policy is to establish expectations for behavior, outline student rights and responsibilities, and define clear procedures for managing conduct and discipline through a fair and inclusive process. Custom Class values proactive supports and restorative approaches that help students develop responsibility and strong relationships while ensuring safety and order in each learning setting.

1. Guiding Principles

This policy is grounded in the belief that each student is capable of personal growth and responsible decision-making. Key principles guiding this policy include:

- Every student has the right to a respectful, inclusive, and supportive learning environment.
- Clear behavior expectations and logical consequences help students learn from their mistakes.
- Families and educators are partners in supporting student development and behavior.
- Interventions should be proactive, preventative, and restorative before punitive measures are considered.
- Student dignity shall be protected at every stage of the discipline process.

2. Expected Student Conduct

Students enrolled in Custom Class are expected to adhere to the following behavioral standards:

- Respect and collaborate with peers, teachers, and school staff.
- Follow school rules, norms, and use respectful language in all communication.
- Use school-issued or approved technology responsibly and for educational purposes.
- Protect the learning environment by avoiding disruption, dishonesty, or misuse of digital tools.
- Engage in positive digital citizenship, refraining from harassment, bullying, or threats online.

3. Prohibited Conduct

The following behaviors are strictly prohibited in both virtual and in-person Custom Class-sponsored settings:

- Bullying, cyberbullying, hazing, or harassment of any kind.
- Threats, intimidation, or incitement of violence or self-harm.
- Use or possession of weapons, drugs, alcohol, or controlled substances.

- Disruption of the learning environment through misconduct or insubordination.
- Academic dishonesty, including cheating or plagiarism.
- Accessing, sharing, or creating inappropriate or harmful content.

4. Interventions and Responses

Custom Class will respond to student behavior through a tiered approach:

- Tier 1: Universal supports and relationship-building routines.
- Tier 2: Targeted interventions such as restorative conversations, behavior contracts, or small group sessions.
- Tier 3: Individualized interventions including behavior support plans, counseling referrals, or home visits (if applicable).

Educators and administrators are encouraged to use restorative practices where appropriate, ensuring students repair harm and rebuild trust.

5. Disciplinary Actions

When misconduct persists or when severe infractions occur, Custom Class may take the following disciplinary actions:

- Verbal or written warning
- Parent or guardian conference
- Loss of participation in school activities or privileges
- Temporary suspension from online learning platforms
- Long-term suspension or expulsion, subject to due process and board review

All consequences will be age-appropriate, proportionate to the incident, and documented.

6. Due Process Protections

Students facing suspension or expulsion will be granted the following rights:

- Notice of the alleged misconduct and the proposed disciplinary action
- Opportunity to respond to the allegations orally or in writing
- Right to a fair and impartial investigation of the incident
- Appeal process for suspensions longer than 10 school days, including hearing before a board designee if requested

7. Students with Disabilities

Discipline for students with disabilities will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Custom Class will hold a manifestation determination review (MDR) before any long-term disciplinary removal. Behavior Intervention Plans (BIPs) and Functional Behavior Assessments (FBAs) will be developed when necessary in collaboration with families and special education staff.

8. Reporting and Documentation

All significant behavior incidents will be reported and documented. Reports will include:

- Date, time, and description of the incident
- Names of those involved
- Staff actions and outcomes

Parents will be notified in a timely manner, and disciplinary records will be handled in accordance with FERPA.

9. Threats and Crisis Intervention

If a student makes a threat of violence or self-harm, Custom Class will conduct a threat assessment using a multidisciplinary team. Local authorities and mental health services may be involved as needed. The safety of all students, staff, and families will be prioritized.

10. Re-entry After Suspension or Expulsion

Students returning from long-term suspension or expulsion may be required to participate in a re-entry plan that may include:

- Meeting with administrators and parents/guardians
- Restorative conversations or apology letters
- Updated support plans or behavior expectations

The goal is to support student success and rebuild trust upon return to the learning environment.

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this Student Conduct and Discipline Policy was duly adopted as of [Insert Effective Date].



Signature:

Cory Henwood – Board Chair



Signature:

Matt Middione – Board Vice Chair