

# Total Learning Academy

## Student Code of Conduct

*Student behavior is extremely important to create an educational environment in which students will be able to realize their greatest opportunities for growth.*

*Disciplined habits assume consideration for the rights of others, cooperation with everyone in the school community, and respect for others and their property. Self respect for one's own individual worth, and pride in one's own achievements are essential.*

*Student conduct provides for a safe and orderly environment where students can grow to their full academic and social potentials.*

***Our motto is: Take Care of Yourself, Take Care of Each Other and Take of Your School.***

### **COURTESY/RESPECT FOR EVERYONE**

- Students treat everyone as they themselves wish to be treated.
- Harassment, embarrassment, threats, intimidation are not a part of the TLA environment.
- Foul language; obscene gestures; racial, ethnic, and religious slurs; and disrespectful language or actions are not tolerated.

### **SAFETY OF EVERYONE**

- Outwardly reacting to frustration and anger appropriately and other acting out behaviors will be a part of the student's improvement plan when appropriate.
- Fighting verbally or physically, hitting, assaulting, throwing of any objects, or using dangerous objects (e.g. weapons, fireworks, etc.) will not be part of the TLA environment.
- Students walk (not run) through the environment and portray calm behavior.

- Drugs, alcohol, smoking, and chewing tobacco are not acceptable on TLA property.

## **RESPECT FOR SCHOOL AND PERSONAL PROPERTY**

- Students will treat everyone's personal belongings in the same manner that they want their personal items treated.
- The school is not responsible for any loss of or damage to any personal property regardless of the cause.
- Students are expected to treat all TLA property with respect and care.

## **COMPUTER AND TECHNICAL EQUIPMENT USE**

- All students are expected to act in a responsible and ethical manner when using all TLA equipment.
- Downloading or use of unauthorized software, programs, games, or files is not permitted.
- All Internet/Email usage at TLA should be school related.

## **RESPECT FOR THE RIGHT TO LEARN AND TEACH WITHOUT DISRUPTION**

- Students will act in such a manner so that their behavior is not disruptive and will display all good conduct qualities.
- Electronics that are not part of an assistive technology plan are asked to be left at home. Such electronics include cell phones, iPods, MP3 players, video games, etc.
- Toys and other distracting items are asked to be left at home except when pre-approved for special days.
- No violation of any such rule regarding respect for the right to learn and teach without disruption established between teachers and students is allowed.

## **STUDENTS ARE EXPECTED TO BE AT THE RIGHT PLACE AT THE RIGHT TIME**

- All students will attend school and classes punctually.
- No violation of any rule regarding the responsibility for being in the right place at the right time established between teachers and students is allowed.

## **APPROPRIATE GROOMING AND APPEARANCE**

*Students are required to wear appropriate clothing to ensure an academic focus and to provide a safe and orderly learning environment. Inappropriate clothing and appearance that does not contribute to the success of the school program will not be permitted. School administrators have final authority to decide if clothing and appearance complies with outlined rules. TLA students have healthy and good grooming habits and do not wear any distracting items.*

## **GENERAL DRESS CODE REQUIREMENTS**

**Shirts and tops:** Shirts and/or tops must be long enough to cover midribs. Low cut tops are not permitted. No undergarments should be visible.

**Pants:** Pants shall be worn so that the waistband is worn at the waist and not below the waist. Jeans are acceptable.

**Skirts and Dresses:** The hem of girls' skirts or dresses shall be no shorter than mid-thigh.

**Shorts:** Shorts should be mid-thigh in length.

**Appropriate Sizes:** Students shall wear clothing of appropriate size, not excessively baggy or tight.

**Shoes:** Students wear appropriate shoes, boots, sneakers, or dress shoes. No flip-flops or slippers are permitted.

Only appropriate clothing, jewelry, buttons, and other attire are expected to be worn at all times.

- Hats may not be worn inside the building.
- Coats and jackets must be hung up on hooks and not worn inside the building.

## **APPROPRIATE RESPONSES TO THE REASONABLE DIRECTIONS OF STAFF MEMBERS**

- Students will follow the directions of the adult members of the school community with appropriate responses.
- TLA creates an environment where students are heard and treated with respect. All students are expected to treat each other and staff the same way.

## **LUNCHROOM BEHAVIOR**

- Appropriate social behavior and manners should be followed including moderating voices, appropriate lunch behavior with each other, the environment, and the food.
- After eating, students are responsible for throwing away their garbage in the proper containers. Tables are to be cleaned and all materials put away.
- At the designated time and directives of the teachers, students are to report to their designated next class.

**All students are expected to sign and comply with TLA's Anti-bullying and Sexual Harassment Policies.**

- Please refer to attachments to the Student Conduct Code.

**All students are expected to sign and comply with TLA's code of conduct and honor code.**

## **Honor Code**

Academic Integrity is our commitment to four fundamental values:

- Honesty
- Respect
- Responsibility
- Trust

It is a commitment to being 100% honest and responsible in the completion of all academic materials and interactions with the school community. It means supporting the tradition of honest excellence, involvement, challenge, and inspiration to empower all students to be productive members of society. Through this commitment, students and faculty will maximize and achieve their fullest potential in the areas of academic excellence and personal character.

All members of the learning community will follow and uphold the provisions in the Total Learning Academy Honor Code.

TLA is an academic institution dedicated to growth through knowledge. The pursuit of knowledge is a pursuit of honest excellence; it must be a personal journey spirited by sincere, committed effort. Therefore, TLA recognizes the crucial role of personal integrity in all academic endeavors.

# THE PILLARS OF HONOR

The commitment to academic integrity rests upon four pillars: honesty, respect, responsibility, and trust.

What do these four pillars of honesty, respect, responsibility, and trust mean to us at TLA?

## **Honesty:**

- Exercising daily commitment to truthful thoughts and actions.
- Bringing honor to oneself by acting and speaking truthfully and sincerely.

## **Respect:**

- A commitment to be tolerant of others, their views and values. It means having high regard for one's own well-being, as well as that of others.
- A commitment to behaving respectfully.
- Attending all classes on time, contributing to discussions, meeting academic deadlines, and performing to the best of one's ability.
- Extending thoughtfulness and understanding to others.

## **Responsibility:**

- Commitment to duty, including assigned duties and those for which one volunteers.
- An obligation to the ownership of one's work, deeds, words, and actions.
- Personal accountability to do the right thing.
- Taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion.

## **Trust:**

- Faith that others will act in a forthright manner.
- Reliance on the integrity, ability, and character of others.
- A mutual relationship between students and faculty that enhances the learning environment.

*“I hope I shall always possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man.”*

*--George Washington*