



Policy Section 8  
Code of Conduct

<b>School Pride</b>	<b>3</b>
8.1 Student Dress Code	3
8.1.A School Cleanliness and Order	4
8.1.B Not One Thing, Ever (NOTE) campaign	4
8.4 School-Wide Positive Behavioral Supports (SWPBS)	4
8.5 CHAMPs	5
8.5.A Student Expectation Chart in PreK through 2nd Grade	5
8.5.B Student Expectation Chart in Grades 3rd through 5th	5
8.5.B Student Discipline Grades 6-12 Minor and Major Infractions	7
8.10 Infractions	8
8.10.A Level 1 Classroom Level Plan	8
8.10.B Level 2 Office Behavior Form	8
8.10.C Level 3 Student Success Office	9
8.10.D Level 4 Associate Director Office:	9
8.10.D Banned Items	9
<b>Student Code of Conduct</b>	<b>10</b>
8.11 Core Principles	10
8.12 Goals	11
8.13 Dress	11
8.14 Language and Communication	11
8.15 Academic Integrity	12
8.16 Behavior	12
8.16.A Comportment	12
8.16.B Abusive Conduct	12
8.16.C Safe Environment for All	14
8.16.D Notification	14
8.16.E Reporting	14
8.16.F Plagiarism	15
8.16.G Infractions	15
8.16.H Banned Items	16
8.17 Technology Usage Policy	17
8.17.A Valuables, Electronic Devices and Games	17
8.17.B. Technology Use Agreement	18
8.17.C Digital Citizenship	18
8.17.D. Chromebook Usage	19
8.17.E Parental Permission for Online Services	20

8.18 School Discipline Plan	20
8.18.A PreK - 2nd	21
8.19 Parent Intervention Guidelines	21
8.20 Suspensions & Expulsion	22
Staff Code of Conduct	23
8.21 Staff Behavior	23
8.22 Staff Dress Code	24
8.23 Professional Staff Interaction	24
8.24 Criminal Arrest or Charge of Misconduct	26
8.25 State License Revocation Notification	26
8.26 Complaint Procedure/Dispute Resolution	26
8.27 Harassment	26
8.28 Employee Grievance Form	28
8.29 General Rules of Conduct	28
8.29.A Prohibited Conduct	29

## School Pride

Any thriving culture is centered on pride. This is not an arrogant, judgmental pride, but a pride in hard work, team effort, and the success that comes with it. It also comes through infusing the school culture and language through everything we do at West Virginia Academy. To celebrate our student’s achievements and hard work, we will be holding a number of enrichment activities in addition to the culminating activities throughout the school year. Some examples of such events are: Ocean Week, Field Day, Show What you Know Assembly, Read Together Week, and A Night with the Romans. Students will also participate as a team in the WVA Ambassador’s program including various sporting competitions, service learning field trips, and the ultimate field day challenge (See West Virginia Academy Ambassadors).

### 8.1 Student Dress Code

Teachers in every grade should know all the details of the student dress code as found in the current Student Dress Code brochure. Teachers are expected to know the details of the dress code and consistently enforce the dress code in their classrooms and at other times as well. Teachers should note infractions of students not in their class and bring it to the attention of the teacher or administrator.

#### 8.1.A School Cleanliness and Order

Teachers are responsible to keep their classrooms tidy and organized. Students should be instructed to pick up litter any time that they drop anything, as well as throughout the day and again at the end of each day. In an effort to help our students be more accountable for the

school environment, teachers need to take sufficient time to ensure that their students have time and training in order that the classrooms are kept to a high standard of cleanliness. Classrooms and breakout rooms need to remain clean and organized. Students should be encouraged to leave breakout rooms clean and ready for the next class. This may require teachers to take one minute for a clean-up session at the end of their group or class.

### 8.1.B Not One Thing, Ever (NOTE) campaign

West Virginia Academy will be participating in the “NOTE” campaign. This refers to the new expectation we are setting that students are to leave “Not One Thing, Ever” on the floor. Not in the hallway, not in the classroom or breakout room, not in the locker rooms, bathrooms, playing field or playgrounds – not anywhere. One of our emphases in this program is to teach students to be responsible for THEIR OWN things, their own messes, their own papers, pens, pencils, paperclips, scraps, lunch trash, etc. Our goal is to raise the level of awareness of EACH and EVERY student to tend to their own belongings with care. Thus, we are not looking to increase the group “clean ups” in the classrooms or hallways, but instead to increase the specific students who are leaving things behind to clean them up. More information will be given on this program at Teacher’s Preservice meetings.

## 8.4 School-Wide Positive Behavioral Supports (SWPBS)

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at West Virginia Academy.
3. Students will be emotionally nurtured at West Virginia Academy
4. Students will learn appropriate conduct by practicing self-discipline and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.
5. Discipline training will be utilized at West Virginia Academy. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

## 8.5 CHAMPS

“CHAMPS” is the classroom management, school-wide discipline and behavior management model used at West Virginia Academy. CHAMPS manuals are available for teachers and instructors. Teachers should familiarize themselves with the CHAMPS program.

### **CHAMPS Companion Program - CHAMPS training**

Each teacher at West Virginia Academy will complete a training video through the CHAMPs Companion program. This program is a 18 - 20 minute animated video that introduces the Classroom Management System. Each teacher must complete six (6) content chapters, four (4) quick quizzes, nine (9) online review activities, and a 20-question online exit test. Each year teachers are required to review the training material in order to stay up to date on the CHAMPs program.

### **WVA CHAMP Tickets/ Pom-Poms**

As an incentive for those students who are performing at their best. Teachers can pass out WVA CHAMP Coins.

## **8.5.A Student Expectation Chart in PreK through 2nd Grade**

Teachers in Kindergarten through 2nd grade will use a WVA Star Behavior Chart. Each student's clip starts at the bottom of the chart and can only be moved up during the day. At the start of the academic year until the end of Term 1 (October), those that make it to the gold star will get access to the teacher or admin's treasure boxes. As the year progresses, student who make it to the gold star for a week will be recognized at the Friday Assemblies with a Behavior Ribbon.

## **8.5.B Student Expectation Chart in Grades 3rd through 5th**

### **Card Chart**

Teachers in 3rd grade through 5th grade should use the classroom card chart. Teachers should instruct students and parents on how this chart will be used. Consistent use of the card chart will enable students to learn to control their behavior and facilitate their academic progress. Students will each have 5 cards – one each of the following colors: green, yellow, blue, red, and purple. The goal is for students to “remain on green”. Students should be instructed to “move a card” when they have neglected to bring completed homework or needed supplies to class, or when they misbehave. Reasons a student may be asked to move a card should be clearly outlined for the students.

The card system is not a discipline system as much as it is a “reminder” and “practice” system and should be used as such. Teachers should never say in anger or frustration “PULL A CARD”. They should instead ask the student to PLEASE MOVE a card in a gentle way, including the reason for the card move, confidentially, if appropriate. The card chart is essentially a self-governance tool. Students should desire to “stay on green”, thus become motivated to come prepared to school each day and to behave appropriately.

Teachers should work so that their students, as a whole, are able to “stay on green” most of the time. Classroom rules should be made to provide for the realization of that goal. A

well-managed West Virginia Academy classroom will have fewer and fewer students moving cards as the year progresses. Teachers are required to keep a log of all student card moves throughout the school year.

When a student is instructed to move a card, the teacher MUST use positive reinforcement of appropriate behaviors at a ratio of 3 reinforcements within 5 minutes of the card move. These reinforcements must be specific (student name, positive behavior stated out loud) and connected with positive emotional tone (enthusiastic, motivating to the student).

An effective way to motivate students is to keep a record of "green days" for each student. As students accrue a pre-determined number of "days on green", rewards may be given. Consecutive green days should not be required for rewards as this acts as a disincentive for students who have to work diligently to earn green days. Instead, as soon as a student hits the target, for example ten green days, regardless of when this occurs, the student earns the reward thus motivating him/her to more consistent green day conduct.

Most behavior and academic challenges in grades 2-5 should be handled utilizing the card chart. Teachers must find time at the end of each day to mark the learning plan with the student's status for the day ("green", "yellow"). It is important that the color is recorded on the learning plan daily so that the parents have a daily communication regarding their students' behavior and performance status. The reason for the move must also be written on the learning plan and can be represented by a numeral (see card chart for explanation of this).

When a student moves one or two cards in a day, this should be recorded on the learning plan so the teacher can be certain the parent is aware of the specific reasons for the card moves (as per their signature on the learning plan). Any time a student moves more than two cards in one day (or goes to "red" status), the student must fill out a behavior form, and it should be attached to the learning plan. If a student moves more than three cards (moves to "black") parents must be notified by a phone call from the teacher and a phone conference must be held.

Suggested consequences for card moves:

1st card - "on yellow" - Warning

2<sup>nd</sup> card - "on blue" - 5 minutes of recess lost/ or laps during recess

3<sup>rd</sup> card - "on red" - 10 minutes of recess lost and behavior form filled out,

4th card - "on black" - recess time lost, office behavior form filled out, phone conference with parents and teacher notifying parent that one more card move will require the parent to assist their child for the remainder of the day

5th card - "past black" - student sent home, or parent intervention (that day)

In general, the classroom teacher should be the one who instructs their student to move a card. If a teacher or instructor who is not the student's teacher witnesses behavior they believe warrants a card move, they should communicate that behavior to the teacher and allow the teacher to determine if a card move is the best option.

Groups teachers should not issue card moves for behavior issues. They should report the behavior to the classroom teacher on the learning plan including a card move for un-preparedness.

Teachers in every grade should be familiar with the dress code and consistently enforce it in their classrooms. Again, the teacher should be the only one to issue a card move to a student for a uniform infraction. If another staff member notices a uniform infraction, they should mention it to the CLASSROOM TEACHER and allow them to handle it as there may be extenuating circumstances already worked out between the parent and the teacher of which the staff member may not be aware.

### 8.5.B Student Discipline Grades 6-12 Minor and Major Infractions

Teachers in grades 6-10 will have a clipboard with a student roster attached. Student attendance and classroom behavior will be recorded on this clipboard. If a student violates the code of conduct, the teacher should manage it within their classroom management plan, and may record it on the student roster. Rosters will be submitted to the Secondary Director or Assistant Director weekly. If, after implementing the classroom management plan (verbal instruction and warning), the student exhibits behavior that is deemed to need immediate intervention beyond the classroom (such as continual disruption of instruction, defiance, refusal to follow teacher instruction, or any unsafe behavior such as horseplay, throwing items, etc.) the teacher will send the student to Front office Administrator to receive a referral form.

The Front Office Administrator will fill out the student name and date. The student will be counseled and will return to class, placing the form on the teacher's desk so as to not disrupt the class. The teachers must counsel with the student at the end of the class period and either fill out the form and return it to either Student Success Manager. If the student returns to class and again violates the Code of Conduct, the student should be immediately dismissed from class. The Student Success Manager will process the infraction, and the student may be sent home on a suspension. It is important that all staff enforce school rules equally. All teachers must demand the same level of scholarly comportment in order to achieve a school culture that provides the best learning environment for students.

## 8.10 Infractions

The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and the school administration may deem other actions or behaviors violations of the Code of Conduct. The homeroom teacher is the first point of contact when a student is struggling with their behavior. If the behavior insists or increases in severity, then the following plan will apply.

## 8.10.A Level 1 Classroom Level Plan

Level 1 infractions are those discipline issues that the classroom teacher will message the parent within 24/48 hours of the incident. Level 1 infractions will normally not escalate to a higher level, but they need to be addressed with the parent and teacher.

### **Level 1 categories:**

- Disruption – calling out, off task, out of seat, fidgeting, restroom problem, throwing object.
- Disrespect – rolling eyes, teasing, cursing, cheating.
- Preparedness – missing assignment/materials, planner.

## 8.10.B Level 2 Office Behavior Form

Level 2 referrals require the teacher to indicate to the student that they need to obtain a Office Behavior Form from the Success Office. The teacher will complete this form and the student will take it home to be signed by a parent/guardian. The teacher will also call the parent/guardian as well as send an email, or send a text through google classroom, the parent with a picture of the behavior form, informing the parents of the incident and the need for a signature. The student will return the completed form to the Success office the following day.

### **Level 2 Categories:**

- Skipping Class
- Excessive Disruption
- Excessive Disrespect
- Continued Preparedness issues
- Inappropriate use of Technology

In the event that a child receives more than one behavior referral form in one day, the parent will be asked to come in to the Success Office to discuss further action. One of the following may occur:

- Email from Teacher explaining the infraction.
- Office Behavior Referral form sent home and parental signature is required.
- Parent Intervention (parent attends school with student)
- Conference with administrators, parent(s) and student.
- Suspension (student does not attend school for a specified period of time)
- Discipline Council/Expulsion

## 8.10.C Level 3 Student Success Office

Level 3 infractions will follow the guidelines for a level 2 infraction. In addition, the student's success manager will hold a conference with the student and parent regarding the incident.



### **Level 3 Categories:**

- Defiance
- Vandalism
- Theft
- Insubordination
- Aggressive Behavior - without injury
- Truancy

One of the following may occur:

- Parent Intervention (parent attends school with student)
- Conference with administrators, parent(s) and student.
- Suspension (student does not attend school for a specified period of time)
- Discipline Council/Expulsion

### **8.10.D Level 4 Associate Director Office:**

Any Level 4 infractions require an immediate conference with the Associate Director and may result in suspension or expulsion. Level 4 infractions will be documented in WVEIS as a behavior referral.

- illegal – weapons, drugs, sexual harassment, fire alarm
- Physical – assault, fighting, throwing objects
- Defiance – defiant (three interventions), vandalism, theft
- Excessive Truancy

After consequences have been administered, the student will be returned to class with the discipline slip and record of consequences. There will be mutual acknowledgment by the student/teacher/administrator and the student will return to normal classroom procedures

### **8.10.D Banned Items**

Weapons and dangerous substances are not allowed on the premises of West Virginia Academy. Possession of any of the following items may be grounds for immediate expulsion:

- Drug paraphernalia
- Controlled substances
  - Narcotics
  - Tobacco, Cigarettes, E-Cigarettes/Vapes, and Other Electronic Smoking Devices
  - Alcohol
  - Prescription Medications
- Weapons, including real weapons or look-alike weapons
  - Toy guns (Nerf, Rubber band Shooters, Airsoft, etc.)
  - Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
  - Matches or lighters
    - Bullets

- Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual content.

## Student Code of Conduct

Students and staff at West Virginia Academy will conduct themselves in a respectful, honorable manner. Members of our community will respect the mission of WVA, and this will be reflected in their conduct and interaction while on school premises. Parents and students are required to disclose if the child has been expelled from any school institution on their registration form. If the information on that registration form is incorrect with regards to past behavioral incidents, the student will immediately be expelled from the school.

**The school reserves the right to modify these procedures or consequences according to student need and as determined by the school director or his/her designee. For violations of the code that threaten the health, safety, or welfare of others, the school director or designee may immediately suspend students according to the Suspension portion of the Code of Conduct.**

### 8.11 Core Principles

1. All students and staff members benefit from a learning environment that is free from disruption and harassment, and one that is physically safe and emotionally nurturing. Students at West Virginia Academy will not be allowed to disrupt the learning process.
2. All students are capable of appropriate conduct in the school setting.
3. It is the responsibility of the teachers and administrators to explicitly teach the behaviors that are expected and the behaviors that are unacceptable to each student in each setting at school.
4. It is the responsibility of the student to learn self-discipline and to adhere to the Code of Conduct.
5. It is the responsibility of the parent to fully participate in the process of teaching the student appropriate conduct and supporting disciplinary measures.

### 8.12 Goals

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at West Virginia Academy.
3. Students will be emotionally nurtured at West Virginia Academy
4. Students will learn appropriate conduct by practicing self-discipline and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.

5. Discipline training will be utilized at West Virginia Academy. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

## 8.13 Dress

Students and staff will dress according to the school Dress Code guidelines above, exhibiting respect for themselves and others.

## 8.14 Language and Communication

Students and staff will speak at all times with respect and kindness. Language that is positive and promotes the mission of West Virginia Academy will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used. Communication will be positive. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Gratitude will be expressed frequently and consistently by students and staff, both in word and in written form.

If parents are made aware of inappropriate communication or language of a staff member, either first-hand or by report of their student, **we ask that they contact a member of the school administration immediately.** Staff members are not to speak to students regarding topics such as human sexuality (with the exception of specified classes and utilizing approved curriculum). Staff members are not to discuss topics that may be considered crude or offensive to students or others. Staff members may not violate generally accepted community standards of decency. Staff members should take care to refrain from using slang that may be offensive to students' religious beliefs.

Staff should never direct students to keep information secret from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so is justification for immediate removal. If parents are made aware that this has happened, we ask that you notify administration immediately.

## 8.15 Academic Integrity

One of the foundational beliefs at West Virginia Academy is that students can achieve excellence in both academics and in character. Success in college and in a chosen career is

contingent on individuals producing their own work and ideas. Plagiarism and/or copying are not tolerated at West Virginia Academy.

## 8.16 Behavior

Students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interactions will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate. Gang prevention and intervention activities are incorporated into West Virginia's Behavior Code as well as our Ambassador Team curriculum.

### 8.16.A Comportment

Students and staff will demonstrate correct behavior with regards to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.

### 8.16.B Abusive Conduct

The verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. Staff who have experienced abusive conduct from a student may follow procedures outlined in the Staff Manual to file a grievance.

#### **Bullying**

West Virginia Academy defines bullying as disrespect shown toward classmates, displayed as physical or verbal aggression, domination or disrespect. Bullying of any type is not permitted at West Virginia Academy. No form of aggressive physical interaction among students is acceptable. Verbal threats, even when couched in "jokes", are not tolerated and will be disciplined. Sarcasm and teasing may be considered bullying. School staff will assess interactions and determine if behavior is considered "bullying" based upon what a reasonable adult would consider offensive behavior which has made or has the potential to make the school environment uncomfortable or hostile for the student.

#### **Hazing**

Hazing is a form of bullying that is done for the purpose of initiation or admission into, any school or school sponsored team organization, program, or event, or against a person who is associated with such. Victim consent or acquiescence does not remove culpability or diminish consequences for any form of bullying, and any instances will be addressed according to the Code of Conduct.

## **Electronic Bullying**

West Virginia Academy defines electronic bullying as acts which are initiated by students, often outside of school hours using the internet, instant messaging, email or cell phone texting, which target other students, teachers or staff members and in which student, teachers or staff are spoken of or to in a negative or threatening manner. When these acts result in students or staff feeling uncomfortable about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at West Virginia Academy, and therefore West Virginia Academy considers these acts as bullying and we may initiate discipline procedures and parent notification if they occur.

**Students should not take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take. Posting online or distributing in any other way pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct that warrants suspension.**

## **Gang Prevention and Intervention**

West Virginia Academy is a welcoming and safe campus. We do not tolerate gang affiliations, symbols, graffiti, recruiting, initiations, or other gang-related activities at our campus. School faculty and personnel are trained to recognize early warning signs for youth in trouble. Faculty and personnel report suspected gang activity to the executive director who will investigate all reports. The parent/guardian will be notified. Other actions may include suspension, expulsion, activity restriction, restorative compensation, and law enforcement notification.

## **Sexual Conduct**

Any form of sexual conduct is prohibited at West Virginia Academy including all sexual behavior even when consensual. These standards are enforced at all times on the school campus and extend to off-campus events or activities when sponsored by or connected to West Virginia Academy. Students who report sexual abuse or unwanted sexual contact shall not be penalized for reporting the behavior and West Virginia Academy will not tolerate retaliation from those involved in the abuse.

## **8.16.C Safe Environment for All**

We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at West Virginia Academy, and therefore, we will promptly investigate reports of negative behaviors impacting school safety. These reports will be considered by the school director, and for those found to have exhibited destructive negative behaviors, may result in: an office referral/infraction record, development of a behavior modification plan, suspension, reassignment dismissal, or other appropriate measure. Law enforcement will be informed of all acts that constitute suspected criminal activity. The Office of Civil Rights will be notified of all acts that may be violations of civil rights.

## 8.16.D Notification

When a report of negative, degrading or bullying behavior leads to the creation of an office infraction record or referral, parents of involved students will be required to sign and return the form to the school. Parents will also receive a phone call from the school. Parent Intervention or other involvement may be required in resolving the behavior (see Parent Intervention Guidelines). When a student reports physical harm or feels threatened at school, the school director will contact the individual's parents. Discipline measures may be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended.

When a student reports physical harm or feels threatened at school, the school director will contact the individual's parents. Discipline measures involving other students may only be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended. When a student threatens to commit suicide, parents will be promptly notified. The school director will produce and maintain records verifying that the parent/guardian was notified of the incident or threat.

## 8.16.E Reporting

Any student, parent, or staff member may report an incident of negative, non-building or bullying behavior to a teacher or to the appropriate school administrator. Anonymous reports will be investigated, but disciplinary action will not occur in the absence of additional evidence. False reports are prohibited. School officials will respond appropriately. Retaliation against students or staff reporting or investigating incidents of abuse will not be tolerated.

### **Discipline Records**

Discipline records will not be disclosed to a person who is not authorized to receive the record. The Monongalia County District assures that discipline records are maintained, retained, and destroyed according to GRAMA laws, the district's student data, privacy policy, and the records retention schedule of the state of West Virginia. Aggregated, non-identifying student behavior data is analyzed annually for school improvement and is provided bi-annually as required by the federal Office of Civil Rights.

### **Parent Intervention**

Parents will attend school with the student and follow the Parent Intervention Guidelines.

### **Suspension**

Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum. (See the suspension Section below)

### **Willful Non-compliance:**

Students who refuse to participate in the programs of West Virginia Academy, or who fail to complete the consequences imposed by administration.

### **Truancy**

Truancy is defined in WVA's attendance policy and may subject the student or the student's parents to specific actions to diminish truancy, as more particularly described in said policy. Excessive truancy is also defined in WVA's attendance policy and may subject a student to expulsion proceedings.

### **8.16.F Plagiarism**

The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Plagiarism includes: copying from another student's homework, quiz, or test; discussing answers or questions on a quiz or test (unless such discussion is specifically authorized by the teacher); obtaining or making copies of a test without authorization from the teacher; using notes on a quiz or test when not specifically authorized by the teacher; or other similar activity; failing to put a quotation in quotation marks and using proper citation, etc. **It is expected that students will acknowledge sources in work submitted for grading.** If it is clear a student has cheated or copied someone else's work and turned it in as his/her own, the student is subject to the following consequences:

1. Work that has been plagiarized will receive no credit and the student may not have the opportunity to redo the assignment for points;
2. On the first offense, a student who has turned in plagiarized work shall be suspended for one day; and
3. On the second plagiarism offense, the student shall receive a multiple-day suspension and he/she may be required to attend an expulsion hearing before a discipline council.

### **8.16.G Infractions**

The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and the school administration may deem other actions or behaviors violations of the Code of Conduct:

1. Any behavior or action which materially and substantially disrupts school work and discipline.
2. Disruption of the learning environment, including speaking in class without permission.
3. Lack of control of hands or feet – pushing, hitting, kicking, tripping etc. without malice - horseplay.
4. Lack of control of hands or feet – with malice or perceived malice.
5. Use of profane or offensive language.
6. Disrespect, defiance or insolence toward staff.
7. Disrespect shown toward classmates (including bullying and electronic bullying).
8. Abusing, misusing or destruction of property.
9. Physical or verbal harassment

10. Possession of a banned item (see Banned Items list)
11. Cheating/Plagiarism
12. Stealing
13. Leaving school premises without permission
14. Skipping class
15. Arriving tardy to class
16. Littering
17. Chewing gum
18. Appearing out of uniform
19. Truancy (not attending school without parent permission)
20. Sexual harassment
21. Possession of any of the following (see Banned Items list for additional banned items)
  - a. Perfumed/fragrant sprays
  - b. Caffeine Pills/Energy Drinks/Sleep pills
  - c. Any non-prescription medication that is not approved through school policy/procedures (see III. Health and Safety)
  - d. Permanent Markers (except by teacher permission)

## 8.16.H Banned Items

Weapons and dangerous substances are not allowed on the premises of West Virginia Academy. Possession of any of the following items may be grounds for immediate expulsion:

- Drug paraphernalia
- Controlled substances
  - Narcotics
  - Tobacco, Cigarettes, E-Cigarettes/Vapes, and Other Electronic Smoking Devices
  - Alcohol
  - Prescription Medications
- Weapons, including real weapons or look-alike weapons
  - Toy guns (Nerf, Rubber band Shooters, Airsoft, etc.)
  - Any explosive, noxious, or flammable material (including aerosol cans, such as deodorant sprays)
  - Matches or lighters
    - Bullets
    - Knives or other cutting tools (other than school scissors)
- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual content.

## 8.17 Technology Usage Policy

All students and staff members who wish to use computers at West Virginia Academy must sign the technology usage agreement before they are eligible to utilize West Virginia Academy computers.



## 8.17.A Valuables, Electronic Devices and Games

It is not recommended that students or staff bring valuables onto the school campus. West Virginia Academy cannot be responsible for damage to or loss of cell phones or other valuable items. Electronic games and gaming devices are not allowed at West Virginia Academy and will be confiscated by faculty if found on campus. Cell phones are distracting to our academic efforts at West Virginia Academy and can be impactful to our safe school culture. Students may keep their cell phones in their backpack once they enter the school building and until they leave the building at the end of the day. There are also school lockboxes that the student can use to keep their phone in a more secure location. In addition, students may not have their phones in their possession. This policy extends to smartwatches when being used for texting or calling.

If a student is found using a cell phone in the building or has possession of a cell phone while in class, faculty will confiscate the phone and turn it into the office. The following is the procedure to confiscate a cell phone from a student (even if the phone allegedly belongs to a friend):

1. The first time a phone is confiscated, the student may retrieve it from the student success office at the end of the day;
2. The second time a phone is confiscated, a parent or guardian must retrieve it from an administrator;
3. The third time a phone is confiscated, the school will hold it until the end of the term.

We recognize that cell phones are important and effective communication tools for parents and students. Use of the school phones can be used at lunch, if necessary. Students should not group together to watch videos or play games on electronic devices while waiting for dismissal. Students who are using their cell phone outside of these places after school will be given reminders. Students who persist in using their phones after school outside the guideline may have their phone confiscated and a parent conference may be initiated. This policy extends to smartwatches, tablets, or any other internet accessing device when being used for activities like texting, calling, social media, internet browsing, etc.

## 8.17.B. Technology Use Agreement

Scholars at West Virginia Academy have access to computers and the internet. Through the Internet students may have access to databases, Websites, and sometimes email. Students might also publish projects online. Students are expected to use computers and the Internet responsibly and for schoolrelated purposes ONLY.

Using your device is a privilege and any privilege comes with responsibility. Violations of this technology use agreement may result in that privilege being taken away in whole or in part by school personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please read this agreement thoroughly. The student and their guardian are required to sign at the end.

## 8.17.C Digital Citizenship

Each scholar explain what it means to be a digital citizen and will be asked to comply with the following statements:

I am responsible for practicing positive digital citizenship, as defined below:

- I will treat people with dignity and respect when using technology and accessing the internet.
- I will use respectful and appropriate language without swearing, name calling or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs.
- I will consider with whom I am communicating and think about how they might interpret my words.
- I will be honest and kind in all digital communications.
- I will avoid making threats, insulting, gossiping, or teasing others with cruelty while I am online or using a computer.
- I will give constructive criticism and comments to help people and not to hurt their feelings.
- I will respect other students' work on the computer.
- I will not copy, change, or remove another student's work from the computer, the school network, or the internet.
- I will not impersonate others.
- I will give credit to authors or sources when using information or ideas that are not my own.
- I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I will not use online forums or technology to cheat on tests or assignments.
- I will fact-check information and avoid spreading lies.
- I will only download music software, apps, and other works from reputable sources that credit the original creators.
- I understand that things I post on the internet may be seen by everyone at school and at home, and that things that are posted on the internet can be seen around the world.
- I will not share personal information (either my own or another student's), including details about family or friends (e.g., names, nicknames, etc.), age, birthday, home address, reference to residence location, or telephone number on the internet.

### **PERSONAL RESPONSIBILITY AND SAFETY**

I know that school computers and internet communication tools must be used properly and with respect.

- I will be aware of privacy settings on websites that I visit.
- If I find something that is not appropriate on the internet, I will leave it right away and notify the teacher or a trusted adult, especially if I reached the inappropriate material in the course of completing an assignment.

- I will report any misuse of the computer or the network to a teacher.
- I will take care of the computer and all technology equipment as if it belonged to me.
- I will respect the district network's security measures.

### 8.17.D. Chromebook Usage

Chromebooks will be distributed each fall. The Chromebook is to be treated as an educational tool. If the student's assigned Chromebook is damaged, the student will be charged up to \$450 for a replacement.

- Students must abide by this Responsible Use Policy both at school and away from school.
- Please understand that each Chromebook is managed by West Virginia Academy.
- Students are ultimately responsible for the care and protection of their Chromebook.
- Please do not close the lid with anything inside the Chromebook (even paper) or place stickers/labels of any kind on the Chromebook or charger. Also do not remove the identifying barcode from the Chromebook.
- Use two hands at all times to carry the Chromebook.
- Students will be asked to make sure their Chromebook is plugged in at the end of each school day so that it is ready for use every day.
- Please report loss, theft, damage, and/or malfunction immediately to the school.

### **WHAT HAPPENS WHEN SOMETHING GOES WRONG?**

When something that is not in line with the agreement occurs, please talk to a teacher or member of the administrative staff who are able to help figure out how to fix it. If scholars come across something that does not seem right or makes them uncomfortable, encourage them to tell their teacher or another trusted individual.

- If damage is done to your child's assigned chromebook, you may be required to pay up to \$450 to replace it.
- If damage is done to your child's charger, you may be charged up to \$25.
- If damage is done to other technology and/or music equipment in West Virginia Academy's technology lab, you may be required to pay up to \$1500 depending on the extent of damage.

### 8.17.E Parental Permission for Online Services

WVAcademy uses both G Suite for Education and Microsoft online services, and certain approved add-in apps such as Clever, TypeToLearn, Playground Sessions, Canvas, etc. (As this add-on list of apps changes frequently to keep up with available technology, a current list can be obtained from the teacher or school staff).

You will be asked to acknowledge and agree to give permission for your child(ren) to use both G Suite for Education and Microsoft online services as deemed necessary by WVAcademy administration, understanding that WVAcademy will make every effort to ensure your student's safety and privacy. You will also be asked to approve the monitoring and collection of

information and communications involving the student account's use of technology(ies). More information can be provided upon request.

## 8.18 School Discipline Plan

Teachers at West Virginia Academy are responsible for teaching appropriate conduct and addressing unproductive behavior. Teachers will follow a program of positive motivation and explicit teaching to accomplish this. Card charts will be utilized in grades 3rd through 5th to help students learn to manage their behavior. Daily reports of the student's behavior color will be sent home on the Learning Plan. In the event a student's behavior violates the Code of Conduct, the Teacher or the School Administrator may implement the Discipline Plan, and any of the following may occur:

- Email from Teacher explaining the infraction.
- Office Behavior Referral form sent home and parental signature is required.
- Parent Intervention (parent attends school with student)
- Conference with administrators, parent(s) and student.
- Suspension (student does not attend school for a specified period of time)
- Discipline Council/Expulsion

Students who physically harm other students will not be allowed to remain in the classroom. If a student is not able or allowed to attend class due to his/her inability to properly participate or as a result of a discipline referral, a suspension will occur.

We have two Students Success Managers, Jodi Dalton and Dani Summers, that will be your direct point of contact, when it comes to questions about behavioral consequences. All matters will be directed to them prior to being elevated to the Associate Director.

### 8.18.A PreK - 2nd

Positive motivation will be used in each classroom to encourage proper behavior in class. If, however, a student poses a threat to themselves, another student or staff member, then the school will follow the school discipline plan as stated above.

## 8.19 Parent Intervention Guidelines

### Goals

Allow the parent the opportunity to view their student in their learning activities at school so they can provide the needed support and structures at home to assist the student in finding success at school.

Engage the student's parent to assist the student in learning:

1. How to stay focused on doing their best on all of their work.
2. How to be respectful to the teacher and focus on learning.

3. How to conduct themselves in an appropriate manner in each learning environment at school.

Review with the parent and student what is expected of the student at school each day

1. Students at WVA are expected to do their best on all work.
2. Students are expected to respect the teacher and focus on learning.
3. Students are expected to govern themselves and control themselves in all situations at school.

#### Parent's Duties

1. Stay with the student – sit next to the student desk during class time, transition with the student.
2. Fill out the data tracking form for Parent Interventions.
3. Re-direct the student back to learning whenever necessary.
4. Teach the student how to show respect to the teacher (ie: eyes on the teacher, feet flat on the floor, mouth closed, hands on the desk, etc.)
5. Help the student to see the value in self-control and self-governance.
6. Take any/all opportunities to notice good behaviors and teach correct behaviors during learning time, transitions, lunch, recess, etc.
7. Instill in their student the desire for success at school through establishment of meaningful rewards and consequences.
8. Parents should focus on their child's behavior and not interfere with the teaching and learning environment.

At the end of the intervention, the teacher, student and parent will meet to discuss the positive effects of the intervention and help the student set goals for a successful school year. If more coaching is needed, parents will be invited back to coach for an extended period of time.

## 8.20 Suspensions & Expulsion

Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten academic days maximum and suspension may be out-of-school suspension or in-school suspension, as determined in the discretion of the administrative team. Time away from class for disciplinary reasons that is for less than a full academic day is not considered suspension. A suspended student should be provided with educational materials and an opportunity for completion of such materials consistent with the treatment of any student who misses class due to illness or an educational leave of absence in order to avoid compounding the punishment.

Expulsion means the student is not allowed to attend class or any school activities for an extended period of time, which may include the remainder of a term, semester, or academic year or, in exceptional circumstances, for a period of 12 months or longer. Exceptional circumstances include, but are not necessarily limited to, possession of a deadly weapon,

battery of a school employee, or the sale of narcotic drugs at school. Except in the case of automatic expulsion, a discipline council shall be called by the director where the director has determined that expulsion is appropriate.

A discipline council for expulsion shall include at least one officer of West Virginia Academy, Ltd. that is not on the Board of Governors, at least one teacher at the school that is not currently the student's teacher, and one other individual employed by the school other than the director. The discipline council may expel the student or make a determination of some other appropriate response (i.e. suspension). A decision by a discipline council may be appealed within ten days to the governing board and a determination as to the expulsion shall be made at the next Governing Board meeting in executive session.

A child who has been expelled by a discipline council who is awaiting an appeal shall be deemed to be suspended during such time. Actions involving incarceration of any student by authorities for a period of time exceeding ten days are deemed automatic grounds for expulsion and the period of expulsion shall match the period of incarceration. Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum.

## Staff Code of Conduct

### 8.21 Staff Behavior

Our students will develop good character largely to the extent that they see it modeled daily by the important role models in their lives. Thus, **it is vital that the West Virginia Academy staff demonstrate good character in word and in deed at all times, including in the community and on social media platforms.** Staff will impart to students the principles of good citizenship and societal responsibility, both by direct teaching and by personal example.

Staff members should strive to be first of all, humble. Humility is an important characteristic of scholarship. Staff members should also work to be perfectly honest and utterly reliable. Students will develop confidence in the staff as they witness the staff of WVA treating others with respect, dignity, kindness and fairness. As human nature dictates, we are not perfect and staff will consistently employ humility by acknowledging when they are wrong and quickly making amends. Students will follow this example and their lives will be changed.

Students will learn positive methods of conflict resolution and problem solving as they observe the WVA staff utilize positive, cooperative, democratic methods to work through every-day challenges. Staff members should strive to live these high standards and when they fall short, should employ humility.

Specifically, **staff should refrain from using a raised voice, and the communication model outlined in this manual** should be followed.

Staff members should refrain from physical contact with students. Most physical contact is inappropriate for staff members with regard to students. Exceptions are handshakes, high fives, fist bumps and “side” hugs (an arm across a shoulder). Staff should never attempt to restrain or redirect a student utilizing physical force. The only exception is in the case where the safety of the student or of another student(s) is in jeopardy and it is clear to the staff member that an intervention is necessary to prevent injury to the student or others.

Staff members are not to speak to students regarding topics such as human sexuality (with the exception of specified classes and utilizing approved curriculum). If a student approaches a teacher and wishes to discuss topics related to human sexuality, the staff member should include an administrator in the discussion, or refer the student to a school counselor.

Staff members are not to discuss topics that may be considered crude or offensive to students or others. Staff members may not violate generally accepted community standards of decency. Staff members should take care to refrain from using slang that may be offensive to students’ religious beliefs.

Staff should never direct students to keep information from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so is justification for immediate removal.

Behavior that does not meet the high standards outlined above will result in an administrative conference, and possible loss of employment.

The reasons for termination or discipline listed in this manual are not all-inclusive. The Board retains the right to terminate employment with or without cause, and to determine whether cause for termination or discipline exists, regardless of whether such cause is included in this list.

At its discretion, the School, operating through its Governing Board and the Administrators, may establish policies, guidelines, and regulations for the operation of the School. When the School, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure.

## 8.22 Staff Dress Code

The student dress code at WVA is one that helps to create an environment of respect and dignity. Student dress exemplifies student respect for themselves, their classmates, and for learning. It is not the intent of the West Virginia Academy administration to outline a specific uniform for staff members, however, the following guidelines should be considered.

A well-groomed appearance and good personal hygiene are important and give confidence in your overall effectiveness. Staff should consider the level of formality of the student uniform, and ensure that their dress rises to at least the same level of formality.

Overall business casual dress is appropriate for all staff members. Modesty should be an important consideration when determining appropriate dress for staff members. For women, **shirts with sleeves and dresses or skirts at least to the knees are appropriate. Professional shoes and footwear should be worn (no casual flip-flops or tennis shoes, et cetera).** Casual Fridays only: Staff may wear casual clothing. Please only wear sweats and shorts when actively participating in physical activities.

## 8.23 Professional Staff Interaction

Because all boundaries and/or interactions cannot be addressed in a single policy, it is each staff member's obligation to avoid situations that could prompt suspicion of inappropriate interactions by parents, students, colleagues, or school leaders. Trespassing the boundaries of acceptable professional behavior is deemed an abuse of power and a betrayal of public trust. If you have questions regarding what constitutes "professional behavior" please see the executive director.

Definitions: For the purposes of this policy, "student" shall refer to a person who attends or has attended WVA, or who has participated in an WVA program.

**TRESPASS:** These interactions trespass acceptable professional boundaries and are NOT allowed:

- Giving gifts to students that are of a personal or intimate nature
- Any type of unnecessary physical contact with a student beyond the WVA side-hug, high five, fist bump or handshake
- Inappropriate conversations, jokes, comments, personal stories, etc. (Sexual topics are inappropriate outside of approved Health curriculum.)
- Discussing personal troubles or intimate issues with a student in an attempt to gain their support and understanding, or for any reason
- Communication with students on social networking sites • Electronic communication outside of the acceptable standards detailed in WVA's Staff/Student Electronic Communication Policy (Staff Manual Section 2)

**WARNING:** This following activity is ONLY acceptable with parent permission in situations where the families socialize outside of the school setting such as a church activity or children's play-date:

- Social activity with a student that is not school-sponsored and approved
- Transporting a student to/from a non-school related activity



**CAUTION:** Staff should exercise caution and inform their supervisor of any circumstance if they are aware of the following interactions at the school:

- Being alone with a single student behind a closed door (see Staff Manual Section 8. General Supervision Policy)
- Giving a student (or students) a ride to/from school or school activities without written parent permission
- Excessive attention toward a particular student
- Social activity with a staff member or "student" who is under the age of 21.

When any employee becomes aware of another staff member interacting outside of these professional boundaries, it is the duty of the employee to immediately report the interaction to their administrator. All reports shall be confidential. Based on the urgency of the report, it is the duty of the administrator to a) safeguard the student(s), b) investigate the allegation, and c) report the situation to the Executive Director.

## 8.24 Criminal Arrest or Charge of Misconduct

If you are an education license holder from the state of West Virginia, and if you are arrested or charged with a crime, it is your responsibility to contact your direct supervisor and let them know of the arrest or charges as soon as possible.

## 8.25 State License Revocation Notification

The State of West Virginia requires that we inform licensed staff that the State Board of Education is required to permanently revoke the license of an educator who commits a sexual offense against a minor or engages in sexually explicit conduct with a student.

## 8.26 Complaint Procedure/Dispute Resolution

West Virginia Academy believes in an open line of communication with employees and management. An employee who has a work-related problem is strongly encouraged to report that problem to his or her immediate supervisor. There should be no fear of retaliation at any stage of this process. The supervisor or manager should try to reach a solution through a thorough discussion of the problem with the employee.

If there is no solution at that level, the employee should prepare a written statement of the problem using the Employee Grievance Form (found at the end of this section). The HR Manager will provide any necessary assistance in preparing the report. WVA will share the complaint with management and then personally investigate the problem, discuss the matter with any involved employees or supervisors and prepare a separate report within fourteen days after the Employee Grievance Form was received. The course of action will be discussed with the Work-site Employer's representative.

All parties should make every effort to resolve the problem at the earliest stage and to deal in good faith throughout the process. No record of the proceeding will be placed in the employee's personnel file unless the employee asks that such a record be kept.

This process is intended to provide a forum where complaints can be resolved frankly, consistently and in an atmosphere of open communication. As such, this policy is intended to supplement, not replace, any other company policies that might pertain to the problem.

Please note that the use of the grievance procedure does not alter the "at-will" nature of the employment relationship, as applicable.

## 8.27 Harassment

West Virginia Academy will not tolerate conduct by any employee that harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, on-the-job injuries, sex or any other legally protected characteristic or status, including sexual orientation and gender identity in locales where protected by law. All such harassment is expressly prohibited.

Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's race, age, national origin, disability, or mimicking one's speech, accent or disability, are examples of prohibited conduct and will not be tolerated in our organization. Retaliating or harassing individuals by making derogatory comments regarding protected statuses or characteristics and any other words or conduct that might create a hostile or offensive working atmosphere are also prohibited.

While all forms of harassment are prohibited, because of its more common occurrence, it is our policy to emphasize the prohibition of sexual harassment. Actions are considered to be sexual harassment under the following conditions:

- If submission to the conduct is in any way deemed to be a term or condition of employment;
- If submission to, or rejection of, the conduct is used as the basis for any employment-related decisions;
- If the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior such as sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings, photographs, e-mail messages or text messages; whistling, staring, inappropriate touching is strictly prohibited and will not be tolerated by West Virginia Academy.

Each manager/supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassing conduct in the workplace, whether committed by managers/supervisors, non-managerial employees or outside individuals (vendors, customers, etc.) is also prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the organization (such as holiday dinners, picnics, sporting events, etc.) and business functions (such as conventions, trade shows, etc.).

West Virginia Academy provide and support a dispute resolution procedure for receiving and resolving complaints alleging discriminatory and harassing practices in employment relations. As an employee of West Virginia Academy, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor or other individual, that you believe to be unwelcome harassment. You should report the incident to your manager/supervisor, or any other manager, or to the next level of management, if the complaint involves your direct supervisor or manager. In addition, the HR Department at WVA should always be notified. If you feel that you cannot discuss the matter with the management of West Virginia Academy, please contact WVA so that an investigation may take place. The organization will not retaliate against you for filing a complaint in good faith or cooperating in an investigation and will not tolerate or permit retaliation by management, employees, co-workers or non-employees such as clients, vendors and contractors.

All complaints of harassment will be investigated promptly and in an impartial manner. Discretion will be used during the investigation in order to maintain as much confidentiality as is possible while still being able to effectively complete the investigation. If you are not satisfied with the handling of a complaint or the action taken by management or WVA, then you should bring the complaint to the next higher level of authority. In all cases, you will be advised of the findings and conclusion.

Any employee or member of management, who is found, after appropriate investigation, to have engaged in harassment of another employee or to have retaliated against an employee for reporting harassment, will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

## 8.28 Employee Grievance Form

West Virginia Academy is available to help you resolve grievances with your co-workers. If you have a work-related problem that you would like to address through the grievance process, fill

out the form in Appendix A of this document and submit it to West Virginia Academy Human Resources.

## 8.29 General Rules of Conduct

All employees are expected to demonstrate good judgment, ethical personal behavior, and common sense. The following are rules designed to give you guidance in your conduct:

- You are not to conduct personal business during working hours.
- Personal protective equipment must be properly utilized as directed by your supervisor.
- You must report all injuries or accidents to West Virginia Academy immediately.
- You must not perform sloppy or defective work.
- You must perform all assigned duties and fulfill your responsibilities to WVA, with or without reasonable accommodation. Productivity and workmanship must be up to standard.
- You must be available for work as scheduled.
- You are responsible for all property placed in your custody.
- You must not neglect your job duties or responsibilities, nor refuse any work assigned to you.

The foregoing rules are not intended to be all inclusive of the required self-discipline, proper standards of conduct or obligations employees must observe at all times and do not limit the “at-will” status of your employment, as applicable.

If your conduct as an employee comes into question, West Virginia Academy will make an effort to resolve the matter fairly. These rules are not intended to limit the proper rights of anyone. They are intended to protect the rights of everyone. Failure to adhere to the preceding rules will result in disciplinary action up to and including termination.

### 8.29.A Prohibited Conduct

The following conduct is prohibited and will result in disciplinary action up to and including termination:

- Engaging in unlawful or improper conduct that affects your work, fellow employees, company products, property, reputation or goodwill in the community.
- Leaving your department or work before the end of the shift without the authorization of your supervisor.
- Using West Virginia Academy’s facilities and time for personal business, or unauthorized possession or use of your Work-site Employer’s or WVA’s keys.
- Soliciting or accepting tips.
- Smoking at work other than in designated areas.
- Making false claims of injury.
- Damaging or destroying your Work-site Employer’s or WVAs property or wasting of materials. Loitering or sleeping while on duty.

- Being on the job while under the influence of alcohol, drugs or intoxicants of any type.
- Falsifying information on forms, reports, records, employment applications, timecards or attendance forms and production records.
- Acts of insubordination such as refusing to follow supervisor's directions or instructions.
- Bringing firearms or weapons of any kind into the office or onto the work location, unless otherwise permitted by state law.
- Bringing liquors, illegal drugs or other substances into the office or onto the work location.
- Removing or using, without authority, property, records or other materials of the Work-site Employer, WVA or other persons.
- Fighting, threatening, intimidating or coercing any visitor or employee.
- Violating safety or health rules or practices, or engaging in conduct that creates a safety hazard to yourself or to others.
- Violation of West Virginia Academy's Harassment and Equal Employment Opportunity Policy.

The foregoing is not a complete list of actions that may lead to termination.