




CODE OF CONDUCT

2026-2027

25 YEARS
2001 - 2026

Mastery Schools

masterycharter.org

ATTENDANCE POLICY

Students are expected to be in school and on time every day. Mastery has a legal and moral obligation to ensure that all students attend school every day.

Pennsylvania's Compulsory School Attendance Law mandates that all children until the age of 18 attend school. In Philadelphia, students are required to attend school daily when they are enrolled in kindergarten (by age 6). Every parent/guardian of a school-aged child is responsible for the child's attendance at school. Failure of a child to attend school has certain legal consequences for parents and, possibly, for the student.

In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three (3) or more days without a valid excuse. Absences without a valid excuse are considered unexcused absences. If a child is found to be truant, their parent/guardian can be convicted and incarcerated for the crimes of Corrupting the Morals of a Minor and/or Endangering the Welfare of a Child. Students aged 15 and over are held responsible by the courts for truancy and could face fines up to $750.00, assignment to community services, and or participation in a program designed to improve attendance.

In addition, a child who is found to be truant can have their driver's license suspended for up to ninety (90) days for the first conviction of truancy and six (6) months for any other convictions of truancy. If the child does not have a license, the chance to apply for one can be suspended for ninety (90) days for the first offense and six (6) months for additional offenses.

Absence Notification

If a student is sick and can't come to school, you as the parent/guardian must call the school during school hours. If the school doesn't hear from you, the absence will be entered as unexcused. Following an absence, notes should be sent into the front desk.

If the student is sick with a communicable disease that can be spread to another person (e.g., chicken pox, measles), notify the school nurse.

Categories of Absences

There are three (3) categories of absences at Mastery.

Excused: Mastery may excuse student absences under certain circumstances, including emergency (non-routine) medical appointments, (Routine medical and dental appointments should be scheduled outside of school hours.), court subpoenas or funeral notices. For the absence to be excused, you will need to submit original documentation as proof.

Students will also be excused if they are involved with the Philadelphia Department of Human Services (DHS) or the juvenile probation office and are required to leave school for court hearings related to their involvement with these agencies.

Parent Note: Parents/guardians and students are required to submit a written explanation of the reason(s) for an absence within three (3) calendar days of the absence. If they provide a written excuse within three (3) days of the absence, the absence will not be counted as "unexcused". No more than three parent notes per report period will be accepted for excused absences.

Unexcused: All absences are treated as unexcused until Mastery receives a parent note (See "parent note" above.) If the school does not receive a parent note within three (3) days of the absence, the absence is permanently counted as "unexcused."

Consequences for Chronic Absences and Late Arrivals

Students will not receive exclusionary consequences for truant behavior. An Attendance Improvement Conference and a Student Attendance Improvement Plan will be implemented prior to referring a student to Truancy Court. Please Note: After ten (10) consecutive "unexcused" absences, students will be dropped from Mastery's enrollment.

Early Dismissal As a parent/guardian, you can request your child leave school early in cases of an emergency. Emergencies include crises within the family that cannot be managed without the student's presence. Early dismissals for private instruction in such activities as music, dance, gymnastics, or drama are not granted. In addition, early dismissals for religious instruction are not granted except on a very limited basis as outlined in state regulations.

Please make routine medical and dental appointments after school hours. Ordinary household or personal matters involving students are also to be handled outside regular school hours.

When students must have an early dismissal for medical/dental appointments, and the child is out of school for only part of the day, the student must bring a follow-up note from the physician or dentist to show that the appointment was kept.

All requests for early dismissals must be in writing, signed by a parent/guardian. The written request must explain the reason for the request and the time of dismissal. Mastery will call you to make sure the request is real and came from you. Requests by phone are not allowed except in cases of an emergency.

Students must hand in their early dismissal requests during morning entry. The requests will be forwarded to the attendance coordinator.

You can pick up your child from school if you are listed as a parent/guardian or emergency contact. To pick up a child, stop by the front desk and show a state ID or driver's license. It's a safety precaution to keep students safe.

Unapproved early dismissals may result in a Level II infraction for cutting school. See "Level II Infractions."

Temporary Excusals

In truly exceptional cases, principals may choose to grant temporary excusals from attendance. To request the principal's approval of temporary excusals, you must provide written evidence of a severe mental/physical condition or other urgent reason before the accumulation of absences.

Consequences for Chronic Absences and Late Arrivals

Please Note: After ten (10) consecutive "unexcused" absences, students will be dropped from Mastery's enrollment.

Occurrences Per Year	Absences (unexcused)	Late Arrivals
1	**Automated Phone Call Home** (Repeat for each additional absence)	
3	**Truancy Notification Letter** The Notice of Third Unexcused Absence is sent to the parent/guardian within 10 days of the third unexcused absence, and in the language preferred by the parent/guardian	• Parent Contact-Robo-Call
6	**Host Student Attendance Improvement Conference**	• Warning letter regarding possible consequence of grade reduction
10	**Host Student Attendance Improvement Conference, First Referral to Project Go**	• Second warning letter regarding possible consequence of grade reduction
16-25	**DA/Truancy Court Follow Up Actions**	• Late arrivals will be noted in truancy documentation for students with 10+ absences.
25+	**Second Referral to ProjectGo and/or DA/Truancy Court Follow Up Actions**	• Late arrivals will be noted in truancy documentation for students with 10+ absences.

Excessive Absenteeism & Course Failure (Grades 9-12) Students in grades 9-12 only who are absent (excused or unexcused) more than 8 periods for a specific course within a report period will automatically receive a failing grade of 50 for that course for that report period.

Mandatory Summer Programming for Attendance Students who are absent 35 or more total days, excused and unexcused, will be required to complete Mandatory Summer Programming. Students who do not successfully complete Mandatory Summer Programming may be retained.
*Note - A Student Attendance Improvement Conference will be held before any referral to a legal entity.

Level I Infractions

The Mastery Code of Conduct is designed to create a safe, respectful, and cooperative community.

There are three types of infractions: **Level I, Level II, and Level III.** Each infraction type has a range of possible consequences.

Level I Infractions

Level I infractions negatively impact Mastery's high achievement culture and community of safety, respect and cooperation.

Level I Infraction K-12	CONSEQUENCES		
	Redirection Continuum	Inquiry	Kickboard/Dojo Deduction, Detention or Other Assigned Teacher Consequence
Late to Class			X
Major Late			X
Community Infraction per instructional block	X	X	X
Disruption per instructional block	X	X	X
Insubordination per instructional block	X	X	X
Insubordination - Inappropriate use of Technology per instructional block			X
Insubordination - Classroom Walkout per instructional block			X

Level I Infractions

Code	Definition
Late to Class	Arriving to class after the start of the class period/bell without a pass or escort.
Major Late	Arriving to class without a pass or escort 10 minutes or more after the start of the class period.
Community Infraction	Community infractions include, but are not limited to, the following list: • outerwear and book bags are not appropriately stored; • phones, food/drink, and other distractions are visible; • the student's posture does not convey buy-in to the lesson (as defined by having one's head on their desk); • the student is out of their assigned seat without permission; • the student fails to produce materials needed for class (e.g., pencils, notebooks, books); and • The student uses profanity, sexually explicit language, or gestures (in classrooms as well as common spaces such as hallways and the cafeteria). • Out of Uniform
Disruption	Behavior in classrooms and other school building spaces that disrupts the learning environment and prevents others from learning.
Insubordination	Examples of insubordination in classrooms and other school building spaces includes, but is not limited to, the following list: • walking/running away from staff • refusing to cooperate with staff member requests • Refusal to surrender a cellphone
Insubordination- Inappropriate Use of Technology	Student who has visible or uses a personal cell phone, tablet, or other internet enabled device during the school day. Student is visiting unapproved website or application during instructional block on a school issued device.
Insubordination- Classroom Walkout	Student who walks out of class without permission or pass based on the school policy to use the bathroom, nurse, front office, locker, etc. OR Student who walks out of class with a single use pass who is out of class for over 10 minutes.

Level II Infractions

Level II Infractions

Level II Infractions significantly impact Mastery's high achievement culture and community of safety, respect, and cooperation.

Tier I Student Support Plans may be created once a student receives 4 Level IIs within a marking period.

Level II Infraction K-12

(All Level IIs that are eligible for an out of class consequence should also have a restorative action.)

CONSEQUENCES - Families should be informed for all infractions.

	Phone Call/ Detention		In-School Consequences (Loss of Privilege, or Community Service, or Detentions, and Phone Call Home)		Mandatory Parent Conference and/or R3 Room		Assignment of In-School OR Out of School Suspension (1-3 days), AND/OR Mandatory Parent Conference with Restorative Conference (OSS Grades 3+ Only)		Disciplinary Hearing *Alt Placement possible in grades 6+ PA, 7+NJ	
	K-5	6-12	K-5	6-12	K-5	6-12	K-5	6-12	K-5	6-12
Repeated Level 2 Infractions (per RP)									X	X
Academic Cheating, Plagiarism, & Forgery (per semester)	X		X	X	X	X				
Cut Class (per semester)	X		X	X	X	X				
Cut School (per semester)					X	X				
Persistent Disruption/Insubordination (per semester)	X	X	X	X	X	X				
Elopement (per semester)			X	X	X	X				
Inappropriate Behavior to Students (per semester)	X		X	X	X	X				
Minor Physical Aggression (per year)					X	X				
Major Physical Aggression (Per year)							X	X	X	X
Provocation (per Year)					X	X	X	X	X	X
Inappropriate Behavior to Staff (per year)			X		X	X				
Inciting Violence (per year)					X	X	X	X	X	X
Damaging & Stealing (Less than $500) (per year)					X	X	X	X	X	X
Presence in a Restricted Area (per year)			X	X	X	X	X	X	X	X
Disorderly Conduct (per year)					X		X	X	X	X
Inappropriate Sexual Behavior (per year)							X		X	X
Creation/Dissemination of Inappropriate/ Obscene Material (per year)					X		X	X	X	X
Gambling (per year)			X	X	X		X	X	X	X
Possession of Incendiary Device or Material (per year)			X	X	X	X		X		X
Possession of Tobacco or Tobacco E-Smoking Device (per year)					X	X		X		X

Level II Infractions

Code Repeated Level 2 Infractions	Definition An accumulation of 6 Level 2 infractions in a report period. Student should not be recommended to alt placement without evidence of Tiered Support/Intervention.
Academic Cheating, Plagiarism, & Forgery	• Plagiarism is using, without permission, the ideas and writings of another, either word for word or in substance, and representing such as one's own. • Forgery is the signing of a document in another's name. • Cheating includes deceit, fraud, or deception (e.g., copying another's assignments, assisting another to cheat by lending one's own work, and giving or receiving aid during a testing period).
Cut Class	Skipping scheduled classes or rostered activities for the entire class period.
Cut School	Leaving the building or scheduled school activity after entry without permission.
Persistent Disruption	Repeated behavior that continually disrupts the learning environment addressed by one or more staff members, which results in a removal from class.

continued

Level II Infraction Definitions

Level II Infractions **Code** Repeated Level 2 Infractions	**Definition** An accumulation of 6 Level 2 infractions in a report period. Student should not be recommended to alt placement without evidence of Tiered Support/Intervention.
Persistent Insubordination	This is repeated behavior that results in removal from class that has been addressed by multiple adults and may cause potential safety concern. Examples of persistent insubordination includes, but is not limited to, the following list: • continued and repeated ignoring of redirection, • walking/running away from staff • refusing to cooperate despite multiple requests
Elopement	Walking out of class or assigned area/activity without permission without a designated place & continued & repeated ignoring of redirection to return where a consideration of school safety is required.
Minor Physical Aggression	Horseplay, playfighting, pushing, shoving, bumping, tripping or blocking another student's path, throwing objects at another student in a non-harmful manner, grabbing or pulling another students belongings without permission involving one or more offenders, where no student is physically injured.
Major Physical Aggression	Intentional or escalated physical contact that is targeted, forceful, & has a high likelihood of causing harm, involving one or more offenders, where the behavior goes beyond horseplay or incidental contact & does not constitute a mutual fight. May include hitting, kicking, slapping, stepping on or striking another student with an object.
Provocation	Argumentative words, not actions, intended to provoke a violent reaction.
Inappropriate Behavior to Students	Taunting another student through the use of profanity, name calling, or any other disrespectful language or gestures, without the intent to provoke a violent reaction.
Inappropriate Behavior to Staff	This includes, but is not limited to, any non-threatening words &/or actions that are directed towards a staff member in either an overtly loud, profane, or demonstrative manner (e.g., "cursing out" a staff member or using obscene hand gestures).
Inciting Violence	Watching, recording, encouraging, planning or instigating a provocation, physical aggression, or physical assault before, during, or after school or through the use of any form of social media.
Damaging or Stealing (Less than $500)	The act of damaging, defacing, or taking of school or personal property without permission. The damage or stolen items are valued at $500.00 or less.
Disorderly Conduct	Engaging in threatening or tumultuous behavior; making unreasonable noise, using obscene language, making an obscene gesture; creating an unsafe or physically offensive condition by any act; or reckless damage to property.
Presence in a Restricted Area	Knowingly entering a location of the building where the student is not allowed on the premises during school hours.
Inappropriate Sexual Behavior	Students who, on school property or at a school-sponsored event, expose or touch their own genitals, breasts, or buttocks, or those sexual parts of another person, engage in intercourse, oral sex, or simulated sex with the consent of witnesses & other participating students.
Creation/Dissemination of Inappropriate or Obscene Materials	Creation and/or distribution of material (photos, videos, etc.) that is inappropriate or obscene. Materials or behavioral displays which others would deem offensive or inappropriate in an educational setting. Includes, but is not limited to, the following list: • Sexting or posting sexual images or videos • videotaping or photographing someone in a place where they have an expectation of privacy, and • posting videos or images of inappropriate student conduct to a social media site that affects the school community in a negative manner • Impersonating school community members • Sharing videos or images that is inappropriate or obscene via text message, "air-drop", email, chat room, social media etc. involving one or more community members
Gambling	Betting or wagering for money, favors, or fun.
Possession of Incendiary Device or Material	Possession of any flammable paraphernalia without the intent to use (e.g., matches, lighters, poppers, etc.).
Possession of Tobacco or Tobacco E-Smoking Device	Possession of tobacco, tobacco paraphernalia, or electronic smoking device (vape, e-cigarette, etc).

Level III Infractions

Level III Infractions K-12

Level III infractions are very serious violations of our Code of Conduct and/or are criminal violations of Pennsylvania state law. When a Level III infraction occurs, Mastery is required to report the incident to the State, and it becomes part of the student's permanent record. **A suspension and disciplinary hearing is mandated for all Level III infractions.**

Disciplinary Hearing outcome options for Level III infractions:

Grades K-5

- Additional Days of Suspension (3rd-5th) and Restorative Conference
- Culture Support Plan with Restrictions and Restorative Conference
- Referral to the Intervention and Referral Services Team

Grades 6-12

- Culture Support Plan with Supports and Restorative Conference
- Additional Days of Suspension and Restorative Conference
- Alternative Placement (Philadelphia 6-12 Camden 7-12)
- Long Term Suspension (Camden ONLY)

All responses listed above apply and:

- **Expulsion is an option for these offenses for grades 6-12 in PA only**

Probation: Students who have received an AEDY placement will be placed on probation for two years upon return to the home campus. Any probationary student who commits a Level III violation will face expulsion.

Parents have the right to appeal the outcome of a Disciplinary Hearing. See the Student-Parent Handbook for the appeal process.

Mandatory Parent Meetings (MPCs)

During a Mandatory Parent Conference (MPC), the dean of students and relevant staff members meet with you, the student's parent or guardian, to review infractions and to develop support plans. The dean of students serves as the point of contact for connecting students with challenging behaviors to the appropriate supports. Students with repeated Level I, Level II, and Level III infractions receive additional resources and supports. For K-2 students, MPCs are used in place of out-of-school suspensions. Kindergarten, first and second grade students may not be suspended unless their actions result in serious bodily injury.

You will receive both written and verbal communication of the date and time of the scheduled Mandatory Parent Conference, as well as an explanation of the student infraction.

Student Interventions

During a Mandatory Parent Conference, the dean of students recommends intervention supports. Intervention supports include, but are not limited to:

Additional school culture policies can be found in the Student-Parent Handbook.

Level III Infraction Category

Destruction of Property ($500 or more)
Theft ($500 or more)
Robbery/ Extortion
Unauthorized Entry into School Property
Reckless Endangerment
Threatening School Official/Student
Use of Illegal Drugs, Alcohol, or other Prohibited or Controlled Substance, etc.
Major Disruption to School Safety
Sale/Distribution of a Prohibited or Controlled Substance (including Alcohol, Tobacco, Marijuana, Electronic Smoking Device/Vape, etc)
Bullying PA/ HIB (NJ)
Cyber Bullying (PA/NJ)
Harassment (PA)
Sexual Harassment and Intimidation
Arson and/or Use of Incendiary Devices
Instigation or Participation in a Group Assault
Physical Assault*
Aggravated Assault Student/Staff
Non-Consensual Sexual Misconduct
Possession of a Handgun, Knife, Cutting Instrument, BB Gun/Pellet Gun, Other Weapon, or Dangerous Instrument
Causing Serious Bodily Injury
Threatening Mass Violence

Note: Suspension for K-2 is reserved for infractions resulting in serious bodily injury only.

**Expulsion is not an option for the first offense for these infractions.*

*** Alternate Placement is not an option for the first offense for these infractions*

Probationary Status: Students who have been assigned to an alternative placement will be placed on probation for two years upon return to the home campus. Any probationary student who commits a Level III violation may face expulsion.

STUDENT INTERVENTION		
Community service	Creation of behavior contract	Creation of safety plans
Loss of privilege	Habit cards	Parent conferences
Preferential seating	Proactive check-ins	Reflective essay
Referral to the school-based Intervention and Referral Services team	Social Emotional Learning groups	Referral to the Student Assistance Program
Restorative conferencing	Student behavior trackers	Use of classroom-based "calming corner"

Level III Infraction Definitions

Level III Infractions Code	Definition
Theft (greater than $500)	Taking or attempting to take the property of another student or school community member or school property valuing over $500.
Bullying/ Cyber bullying (PA)	Repeated intentional conduct that is directed to another student or students, in or outside a school setting, that is severe, persistent, or pervasive, and that either: • substantially interferes with a student's education, or • creates a hostile learning environment, or • Substantially disrupts school operations. Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful). The conduct may be physical, psychological, verbal, nonverbal, written, or electronic. Cyber bullying occurs through electronic communication devices including, but not limited to, social networking, email, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dashboards, or websites.
Harassment	Unwelcome, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identify expression, national origin, religion, disability, English language proficiency, socio economic status, and/or political beliefs. Must be related to known or perceived protected class, considered, severe, persistent or pervasive, does not have to include intent to harm, be directed at a specific target, or involve repeated incidents
Bullying / Cyber bullying: Harassment, Intimidation, and Bullying (NJ)	Harassment, intimidation and bullying (HIB) as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as: • Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that • Takes place on school property, at any school-sponsored function, on a school bus, or • off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that • A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or • Has the effect of insulting or demeaning any student or group of students; or • Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student
Sexual Harassment / Intimidation	Unwelcome conduct of a sexual nature that can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature.
Possession of Illegal Drugs, and/or Alcohol and/or other Prohibited Substance	Illegal/inappropriate small use drug/alcohol possession on school grounds or at school-sponsored event not including tobacco. School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.
Use of Illegal Drugs, and/or Alcohol and/or other Prohibited Substance	Illegal/inappropriate substance use on school grounds or at school-sponsored event. School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.
Sale/Distribution of a Prohibited or Controlled Substance (including Alcohol, Tobacco, Marijuana, Electronic Smoking Device/Vape etc).	Illegal/inappropriate drug/alcohol possession with the intent to sell/distribution, or other illicit activity (selling, storing, producing, or purchasing illegal substances or paraphernalia) on school grounds or at school-sponsored event. School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.
Arson and/or Use of Incendiary Devices	Using or activating incendiary devices including accidental or intentional fire starting. The intentional burning of one's own, another's, or school property. Incendiary devices include, but are not limited to, matches, lighters, fireworks, firecrackers, poppers, etc. Students may not possess or use fireworks or the paraphernalia needed to explode them on school grounds or during school activity.
Destruction of Property (over $500)	Intentional or reckless destruction to, or attempt to destroy, the property of another and/or school building or the causing of destruction while committing an act contrary to this code or the law.
Reckless Endangerment	Reckless behavior that could cause injury, including, but not to limited to, the throwing of objects (e.g., furniture, heavy and/or sharp objects) across a room/out of a window, the pulling of fire alarms, blocking staff or student egress in a conflict or emergency, blocking staff from intervening in incidents, creating "prank" scenarios that could reasonably be interpreted as dangerous. Depending on the nature of the incident, law enforcement officials may be informed.

continued

Level III Infraction Definitions (continued)

Level III Infractions

Infraction Code	Definition
Major Disruption to School Safety	Behavior that creates substantial risk of serious harm to a school community including but not limited to failure to follow staff/law enforcement directives during a crisis incident, communication/act to commit violence, terrorize, evacuate building, modify regular schedule, or otherwise cause serious public inconvenience or safety risk. Depending on the nature of the incident, law enforcement officials may be informed.
Threatening Mass Violence	Threating to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm to a school community. Depending on the nature of the incident, law enforcement officials may be informed.
Threatening School Official(s) or Student	Physical, verbal, written, or electronic threat and/or intimidation used to unlawfully place another person in fear of bodily harm through verbal threats, without displaying a weapon or subjecting the person to actual physical attack. This behavior can include, but is not limited to, stalking (i.e., secretly or stealthily pursuing another and/or spying on or watching another person, with or without the intent to harm, frighten, or coerce).
Instigation and/or Participation in Group Assault	Initiation and/or participation, by verbal, written, or physical act, of a simple or aggravated assault by multiple persons on one or more other persons
Physical Assault	Intentional assault involving one or more members of the school community that escalates into punching, wrestling, stomping, spitting, unprovoked attacks that may cause harm or injury.
Aggravated Assault Student/Staff	An unlawful physical attack by one member of the school community upon another that results in serious injury.
Causing Serious Bodily Injury	Causing a member of the school community serious bodily injury that warrants medical treatment beyond school first aid procedures.
Unauthorized Entry into School Property	Entering a school building at an unauthorized time including attending/visiting school during suspension, or allowing themselves or other students/ non-students into a school.
Non-Consensual Sexual Misconduct	Attempting or carrying out a non-consensual sexual assault with another person. Engaging in masturbation or simulated sex without the consent of witnesses and other participating students. Depending on the nature of the incident, law enforcement officials may be informed.
Possession of a Handgun, Knife, Cutting Instrument, BB Gun/Pellet Gun, other weapon or dangerous implement.	Possession of any object, device, instrument or replica of, which, in its inherent and functional purpose is intended to be a weapon on school property or at a school-sponsored event. Firearms, weapons, and dangerous instruments include, but are not limited to any firearms (whether loaded or not), cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchucks, mace or household items intended to be or used to cause harm. School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities in accordance to our MOUs.
Robbery / Extortion	Students who obtain money, property, or services from another student and/or school community member by express or implied threat of force or putting the victim in fear.
Possession of Pornographic Material	The possession, sharing, or production of any known sexually explicit material in the school environment. Depending on the nature of the incident, law enforcement officials may be informed.

MASTERY CODE OF CONDUCT

PREVENT

Seat or Class Change -
Re-assignment of a student's seat, class or cohort so that he/she is removed from distraction and in closer proximity to the teacher or positive peer role models.

Proactive Check-ins with Positive Reinforcement -
Scheduled visits to check on students during identified times of concern. Student is offered positive narration and reinforcement when he/she is meeting expectations during a proactive check-in.

Break Pass -
Scheduled, proactive break in accordance with set criteria. (within classroom or out of class)

TEACH

Incentivized Behavior Tracker with Replacement Behavior -
Identify a new pro-social behavior the student should adopt. Allow for opportunities to role play the use of the new behavior. Identify student-led incentive the student can earn for adopting the replacement behavior.

Use of Calming Corner or Calming Back Pack - Quiet area of the classroom equipped with soft furnishings and soothing materials to help a student de-escalate when upset. A timer should be used and should not exceed a five-minute break for the student.

Zones Class with Dean Check-In -
Weekly small group instruction course (30-45 minutes per class) facilitated by the Dean of Students, over a 6-week period. Students in the Zones classes also receive weekly check-ins with the dean.

Restorative Conference - Conference between impacted parties to discuss the harm that was caused and ways to repair it and move forward.

CICO with Replacement Behavior Mini-Lessons - Dean will meet with student to role play challenging scenarios and explicitly teach the student a regulation strategy to use within those moments.

REINFORCE

Positive Phone Calls Home -
Proactive phone call in response to a student meeting expectations.

Behavior Tracker -
Document that tracks frequency with which a student exhibits desired replacement behavior and spells out the increased access to incentives student will earn as a result.

Campus Job/Leadership Opportunity -
Student is assigned a campus role that would allow student to give back to the school community and to exercise a sense of leadership and empowerment.

ATTENDANCE = SUCCESS!

Why Attendance Matters

Showing up for school daily is one of the most crucial steps a student can take toward achieving long-term success.

Every school day counts, & missing even a few days can hinder academic progress.

HERE'S WHY IT MATTERS:

Students who end their 9th grade year with **90% attendance or more** are **4X MORE LIKELY TO GRADUATE FROM HIGH SCHOOL.**

83% of K-1 students who miss fewer than 5 days CAN READ ON GRADE LEVEL BY THE 3rd GRADE.



Submit excuse notes within **three days of an absence.**



Only **three parent-written notes** will be accepted per report period.



Students with **35+ total absences** may be required to attend **summer programming.**

Early dismissal must be requested in writing and approved in advance.



High school students with **9+ absences in a course per report period will automatically receive a grade of 50** for that class.

How You Can Help

- Schedule **dental & medical** appointments **outside of school hours**.
- **Only keep your child home** when they are **truly sick**.
- Establish a **daily routine** with your student to promote a consistent bedtime & morning schedule that ensures they arrive at school on time.
- Monitor your student's attendance on the **Home Access Center** (HAC).
- **Celebrate success!** Reward your student when they reach important milestones.

EVERY DAY COUNTS!



Academic success starts with attendance

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