



CODE OF CONDUCT

We are dedicated to keeping Nutmeg Conservatory for the Arts a safe and nurturing environment for our students, teachers, staff and family.

Student Rights, Responsibilities and Character Development Handbook

This handbook supports the belief that character development and student discipline go hand-in-hand; one is proactive while the other is reactive. Consequently, the rules for student behaviors have been aligned to the related character traits. This alignment serves as a guide for all staff members as a means to promote student learning.

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CODE OF CONDUCT EXPECTED OF EVERY STUDENT

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed you should contact an administrator for a complete explanation.

ALL STUDENTS WILL:

- Attend class every day (academic and dance class) [Rule 1]
- Dress appropriately [Rule 4]
- Do as instructed by teachers and staff [Rules 7 & 9]
- Bring all needed materials to class [Rule 9]
- Allow school officials to conduct a reasonable search [Rule 15]

ALL STUDENTS MUST AGREE TO THE FOLLOWING:

- No food/beverages/gum in unauthorized areas of the school unless permitted by the school. [Rule 2]
- No medication unless authorized by a physician and administered by appropriate staff. [Rule 3]
- No cell phone use during CAP or dance class. [Rule 5]
- No lying, cheating, forgery or giving false information. [Rule 6]
- No talking back to adults, refusing to comply with reasonable requests or walking away. [Rule 7]
- No profanity, cursing, offensive racial or obscene speech, gestures or written materials. [Rule 8]
- No disruption of class or school including chronic talking, throwing objects, horse playing, teasing, leaving without permission, chronic lack of supplies, dress code or repeated violations. [Rule 9]
- The student will not come on campus or Nutmeg property without proper permission during a suspension. [Rule 10]
- No unsafe actions including running in parking lot. [Rule 11]
- The student will not damage school property or write on posted signs. [Rule 12]
- The student will not set fire to anything, including matches, candles and lighters. [Rule13]
- The student will not steal anything. [Rule14]
- The student will not hit, kick, spit, shove, fight, assault or threaten anyone. [Rule 16]
- The student will not take part in any sexual activity; harass other students or expose private body parts at any time. [Rule 17]
- No using alcohol, tobacco, or drugs. [Rule 18]
- The student will not enter the room of a student of the opposite sex. [Rule19]
- The student will not post online any comment that is derogatory, obscene or offensive towards another person or organization. [Rule 20]
- The student will not steal or use anyone else's Intellectual Property without written permission. [Rule 21]

CODE OF CONDUCT RULES/ SCHOOL CONSEQUENCES

Rule Violation 1 - ATTENDANCE:

A student is to attend school each day of the Nutmeg school year, unless excused. In addition, a student is to report to school and all assigned classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent or tardy students.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning

Level 2: ISS (In School Suspension)

Level 3: OSS (Out of School Suspension) for 1-7 Days

Maximum: Nutmeg's policy is for each student to attend a minimum of 150 days of instructional time. Any student missing 30 days will be in jeopardy of retention.

Rule Violation 2 - FOOD/BEVERAGES/GUM:

A student will not eat, drink or chew gum in unauthorized areas of the school (i.e.: the dance studios)

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning

Maximum: Level 2: ISS (In School Suspension)

Rule Violation 3 - MEDICATIONS:

Students are not permitted to have prescription or non-prescription medications in their possession at any time on school grounds, except for EpiPen or Inhaler as prescribed by a doctor (and with a permission form on file with the Housing Director). This rule will not be interpreted as to prevent a student from taking medications. The rule is to allow legal medications to be dispensed by the proper school authorities to the student and to ensure the safety of all students and as required by the State of Connecticut. Any new medications given to students must be checked in immediately with the Housing Staff upon arrival on school grounds.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning

Level 2: ISS (In School Suspension)

Level 3: OSS (Out of School Suspension) for 1-7 days

Level 4: OSS (Out of School Suspension) for 7-14 days

Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 4 - STUDENT DRESS CODE:

Students will bring and wear assigned dress code clothing to dance class.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning

Maximum: Level 2: ISS (including not dancing in performances)

Rule Violation 5 - PERSONAL PROPERTY:

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. (All items will be confiscated, and the item will be returned to a parent/guardian at the end of a session.)

- a) **No toys, games, cards, radios, Walkman's, or iPod** are permitted in the CAP room or dance studios during class. Possession of the above or any similar device is forbidden without permission of the teacher.
- b) **Cellular Telephones** must be turned off and not in view while in CAP or during dance classes. Cell phones are permitted on field trips. Cell phones must be turned off during all performances either on or off campus.

School Initiated Consequences:

- Minimum: Level 1: Conference/Verbal Warning
 Level 2: ISS (In School Suspension)
 Level 3: OSS (Out of School Suspension) for 1-7 days
- Maximum: Level 4: OSS (Out of School Suspension) for 7-14 days

Rule Violation 6 - MISREPRESENTATION:

A student will not lie or cheat.

- a) **Altering Notes, or Signs:** Tampering with notes, signs or other school documents in any manner, or writing or tearing posted signs.
- b) **False Information:** Making false statements, written or oral, to anyone in authority.
- c) **Cheating:** Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc.

School Initiated Consequences:

- Minimum: Level 2: ISS (In School Suspension)
 Level 3: OSS (Out of School Suspension) for 1-7 days
 Level 4: OSS (Out of School Suspension) for 7-14 days
- Maximum: Level 5: Long-term suspension/Expulsion

Rule Violation 7- INSUBORDINATION:

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

- a) **Walking Away or Talking Back:** Leaving while a staff member is talking to a student or talking back to a staff member in a rude manner.
- b) **Failure to comply with proper and authorized direction or instruction of a staff member:**
Failure to follow any authorized direction given by a staff member.

School Initiated Consequences:

- Minimum: Level 1: Conference/Verbal Warning
 Level 2: ISS (In School Suspension)
 Level 3: OSS (Out of School Suspension) for 1-7 days
 Level 4: OSS (Out of School Suspension) for 7-14 days
- Maximum: Level 5: Long-term suspension/Expulsion

Rule Violation 8 - PROFANITY or OBSCENITY:

A student will not use profane or obscene language or make obscene gestures.

- a) **Offensive Language:** Cursing, or saying anything that conveys an offensive, racial, or obscene message to a student or staff member.
- b) **Obscene/Offensive Gestures:** Making any sign or gesture that conveys an offensive, racial, or obscene message to a student or staff member.
- c) **Derogatory Written Materials:** Having any written material or pictures that convey an offensive, racial, or obscene message.

School Initiated Consequences:

Minimum:	Level 1: Conference/Verbal Warning
	Level 2: ISS (In School Suspension)
	Level 3: OSS (Out of School Suspension) for 1-7 days
	Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum:	Level 5: Long-term Suspension/Expulsion

Rule Violation 9 - GENERALLY DISRUPTIVE BEHAVIOR:

A student will not disrupt the class or school.

- a) **Chronic Talking:** Repeated talking in the classroom or studio without permission.
- b) **Throwing Objects:** Throwing objects in any part of the school or cafeteria, unless directed by a staff member pursuant to instructional purposes.
- c) **Horse playing, Teasing, or Harassing:** Rough or noisy play or pranks that serve to pester or torment another student, to include willfully throwing anything that could serve to harass, but could not injure another student or staff member.
- d) **Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as computer, books, pencils, etc.
- e) **Other:** Any other action that disrupts or interferes with educational activities or the school learning and training environment.

School Initiated Consequences:

Minimum:	Level 1: Conference/Verbal Warning
	Level 2: ISS (In School Suspension)
	Level 3: OSS (Out of School Suspension) for 1-7 days
	Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum:	Level 5: Long-term suspension/Expulsion

Rule Violation 10 - TRESPASSING:

A student will not enter any school property or school facility without proper authority, to include entering any school property during a period of suspension or exclusion.

School Initiated Consequences:

Minimum:	Level 1: Conference/Verbal Warning
	Level 2: ISS (In School Suspension)
	Level 3: OSS (Out of School Suspension) for 1-7 days
	Level 4: OSS (Out of School Suspension) 7-14 days

Rule Violation 11 - UNSAFE ACTIONS:

A student should not commit any action that has the potential to cause danger or physical harm to himself or others, including attempting to elude school officials by running through a parking lot or any traffic area, climbing on the roof of buildings, being in construction areas, boiler rooms, any unauthorized area, or any action that has the potential for physical harm.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning
 Level 2: ISS (In School Suspension)
 Level 3: OSS (Out of School Suspension) for 1-7 days
 Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 12 - VANDALISM:

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage property: i.e. school property, at a school sponsored or school-related activity on or off school property or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by Connecticut law, for willful or malicious destruction of property. We take great pride in the way our facilities look, including bulletin boards, so ask that all postings remain free of personal comments and/or graffiti.

School Initiated Consequences:

Minimum: Level 2: ISS (In School Suspension)
 Level 3: OSS (Out of School Suspension) for 1-7 days
 Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum: Level 5: Long-term Suspension/Expulsion
Note: Damages must be reimbursed in each situation

Rule Violation 13 - USE OF FIRE:

A student will neither set fire nor attempt to set fire to anything on school property or participate with others (either by their presence or action) to damage or destroy school property using fire. This will include striking matches, flicking cigarette lighters or using any instrument that can produce fire on school property or at a school sponsored or school-related activity that is on or off campus.

School Initiated Consequences:

Minimum: Level 2: ISS (In School Suspension)
 Level 3: OSS (Out of School Suspension) for 1-7 days
 Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 14 - THEFT:

A student will not steal or possess stolen property or participate with others (either by presence or action) to do so.

Note: Valuable items should be left at home. If items (such as cameras) are brought to school, they should be brought into the studio with the student.

- a) **School, Staff or Student Property:** Taking and/or carrying away property belonging to Nutmeg Conservatory for the Arts, any staff member or any student without proper permission. This will include the removing of any property from a locker other than their own.
- b) **Possession of Stolen Property:** Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school ground.

School Initiated Consequences:

- Minimum: Level 3: OSS (Out of School Suspension) for 1-7 days
Level 4: OSS (Out of School Suspension) for 7-14 days
- Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 15 - REFUSAL TO ALLOW SEARCH:

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance or other items prohibited by law or the Code of Conduct.

- a) **Search of an Individual or His/Her Possessions:** A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her room, desk locker, dance bag, purse or other possessions which are present on school property or at a school activity.
- b) **Random Search of Student Lockers:** Student lockers are the property of the school and students may use with the understanding that he/she is responsible for all property placed in the locker. A student must cooperate with and may not obstruct or interfere with a random search of his/her locker.

School Initiated Consequences:

- Minimum: Level 3: OSS (Out of School Suspension) for 1-7 days
Level 4: OSS (Out of School Suspension) for 7-14 days
- Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 16 - AGGRESSIVE PHYSICAL ACTION:

A student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school.

- a) **Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects:** This includes minor incidents of the above actions for the purpose of harassment.

School Initiated Consequences:

- Minimum: Level 2: ISS (In School Suspension)
Level 3: OSS (Out of School Suspension) for 1-3 days
Level 4: OSS (Out of School Suspension) for 3-9 days

- b) **Fighting:** The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. The first incident of fighting will result in the minimum consequence. Subsequent incidents will result in more restrictive consequences.

School Initiated Consequences;

- Minimum: Level 3: OSS (Out of School Suspension) for 1-7 days
Level 4: OSS (Out of School Suspension) for 7-14 days
- Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 17 - SEXUAL OFFENSE:

A student will not engage in sexual behavior.

- a) **Consensual Inappropriate Behavior:** Sexual activity involving willing participants is not allowed on school property.
- b) **Offensive Touching:** Improper touching of an offensive or inappropriate nature
- c) **Sexual Harassment:** Verbal or Physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning
 Level 2: ISS
 Level 3: Suspension for 1-7 Days
Maximum: Level 4: Suspension for 7-14 Days

- d) **Sexual Assault/Rape or Attempted Rape:** Unlawful sexual assault/attempted assault by force, threat or fear.

School Initiated Consequences:

Minimum: Authorities will be contacted.
 Level 5: Long-term Suspension/Expulsion

Rule Violation 18 - ALCOHOL, TOBACCO AND OTHER DRUGS:

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

- a) **Possession of Tobacco:** It is illegal for anyone under the age of 18 to smoke in the State of Connecticut. A student who is of legal age may not use or possess tobacco on school premises. All underage students are prohibited to use, purchase, or possess tobacco.
- b) **Alcohol:** It is illegal for anyone under the age of 21 to drink alcohol in the State of Connecticut. Any student or RA (Resident Assistant) who is of legal age may not use or be under the influence of alcohol in school, on school grounds or at any school sponsored activity. All underage students are prohibited to use, purchase, or possess alcohol.

School Initiated Consequences:

Minimum: Level 3: OSS (Out of School Suspension) for 1-7 days
 Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum: Level 5: Long-term Suspension/Expulsion

Alcohol/Drug testing may be enforced. An Alcohol/Drug assessment may be made by a certified professional and the results must be released to the Artistic Director.

- b) **Sale or Distribution of Alcohol or Tobacco:** Distributing or selling any tobacco or alcohol products to underage student(s) under CT state law can result in the loss of a driver's license or arrest and is prohibited.

School Initiated Consequences:

Minimum: Level 4: OSS (Out of School Suspension) for 7-14 days
Maximum: Level 5: Long-term Suspension/Expulsion

c) **Drugs (Illegal Substance):** Use of any illegal or controlled drug, possessing or attempting to possess, paraphernalia, inhalant, sale or distribution of any illegal or controlled substance can result in imprisonment for a minimum of 2 years under state law and is prohibited.

School Initiated Consequences:

Minimum: Level 4: OSS (Out of School Suspension) for 7-14 days

Maximum: Level 5: Long-term Suspension/Expulsion

Alcohol/Drug testing may be enforced. An Alcohol/Drug assessment made by a certified professional and the results must be released to the Artistic Director.

Rule Violation 19 - NO ENTERING DORM ROOM OF OPPOSITE SEX:

A student will not enter the dormitory room of a student of the opposite sex at any time.

School Initiated Consequences:

Minimum: Level 1: ISS (In-School Suspension) for 1-3 days

Level 4: OSS (Out of School Suspension) for 7-14 days

Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 20 - SOCIAL MEDIA USE:

A student will not post online comments that are derogatory, obscene or offensive towards or about another person or Nutmeg Conservatory.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning

Minimum: Level 2: ISS (In School Suspension)

Minimum: Level 3: OSS (Out of School Suspension) for 1-7 days

Minimum: Level 4: OSS (Out of School Suspension) for 7-14 days

Maximum: Level 5: Long-term Suspension/Expulsion

Rule Violation 21 - INTELLECTUAL PROPERTY:

A student will not steal or use the Intellectual Property belonging to someone else without written permission.

Intellectual Property (IP) refers to creations of the mind: inventions, literary and artistic works, and names, symbols, and designs used in commerce.

IP is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems, plays, films, musical works, artistic works such as drawings, paintings, photographs, sculptures, and architectural designs. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and those of broadcasters in their radio and television programs.

School Initiated Consequences:

Minimum: Level 1: Conference/Verbal Warning

Level 2: ISS (In School Suspension)

Level 3: OSS (Out of School Suspension) for 1-7 days

Level 4: OSS (Out of School Suspension) for 7-14 days

Maximum: Level 5: Long-term Suspension/Expulsion

EXPLANATION OF DISCIPLINARY LEVELS SCHOOL INITIATED CONSEQUENCES

Nutmeg is responsible for following the Code of Conduct and applying the appropriate Level intervention for any violations.

LEVEL 1: Conference/Verbal Warning:

Staff members may conduct a conference among any of the following:

- Teacher/Student
- Teacher/Parent
- Student/Administrator
- Student/Parent
- Administrator/Student
- Administrator/Parent
- Telephone Conference with Administrator/Parent
- Telephone Conference with Teacher/Parent
- Other parties as deemed necessary

LEVEL 2: ISS (In-School Suspension) ISS will be defined as one full or part of a school day under the supervision of a Nutmeg employee. This day will be a work and study day separate from the general population of the school. (An ISS may be extended up to one week at the discretion of the Executive Director and Artistic Director.)

LEVEL 3: OSS (Out of School Suspension) of 1-3 Days: The denial of a student's right to attend school sponsored activities. A student is not allowed on Nutmeg property during this time.

LEVEL 4: OSS (Out of School Suspension) of 3-9 Days: Out of School Suspension. The denial of a student's right to attend school sponsored activities. A student is not allowed on Nutmeg property during this time.

LEVEL 5: Long-Term Suspension (365 Days) or Expulsion: The denial of a student's right to attend school sponsored activities or return to Nutmeg.

Note: At the discretion of the Artistic Director and/or Executive Director other interventions may be assigned as deemed appropriate.

Sample of interventions:

Referral to a counselor, time-outs, meeting of school personnel and/or other professionals, restricted activities, denial of participation in school activities and extra-curricular events, behavior essays, substance abuse programs, mental health programs/evaluations/testing, referrals to other professionals and/or involvement with outside agencies. Please note that this list is not all-inclusive but only a sample of possible interventions.

Nutmeg may request information from professionals that could include Alcohol/Drug assessments by a certified professional, psychological counseling and/or testing with the complete results being released to the Nutmeg Artistic Director and/or Executive Director. Partial results will not be accepted when these items are required.

Note: There are also **Housing Rules** that will be reviewed with students and staff that are considered an addendum to this **Code of Conduct**. These rules should be read by the student and parents **before** signing the **Code of Conduct Agreement**.



Housing Rules (Housing Addendum)

- 1) **Sign Out/In Whenever Leaving/Returning to Nutmeg Building:** on 2nd floor the Sign Out Book is located on desk between the two sides of the dorm. Include the date, your destination and the time you are leaving/returning. Ask Housing Staff or an RA for permission prior to leaving the building. Please remember to sign back in as soon as you return. A “**Safe area**” map is posted in your room so please stay within the safe zone when you leave the building.
- 2) **No flip flops or dance booties** are to be worn outside the Nutmeg building (Sandals with hard soles may be worn). No bare feet should ever be found on the first floor of Nutmeg or in the 2nd floor “Breakfast Lounge” and foot attire should be worn whenever leaving the dorm or studio. Shower shoes are strongly encouraged in the bathroom.
- 3) **Rooms are to be kept clean and orderly:** Beds need to be made every morning, clothes picked up, trash is to be placed in waste basket and taken to the dumpster regularly. Cardboard boxes (packages) are to be taken to the dumpster. Shoes neatly placed under the bed and room swept routinely (especially the morning of day room will be mopped. Rugs also get put on beds before CAP on “mop day”).
- 4) **Recycle empty water bottles & redeemable glass bottles, and soda cans** are to be placed in the recycle bins. Please do not put trash or Dunkin Donut/coffee cups in the recycle bins.
- 5) **Halls are to be kept clear:** Trash bags and other items are not to be left in the hallways or put in the dorm lounge or laundry room.
- 6) **Students of opposite sex are not allowed in the dorm rooms of opposite sex (boys are not allowed on the girl’s side of the hall):** Both the person in wrong room and the person *allowing* opposite sex into their room will be held accountable.
- 7) **Curfew:** There will be regular evening checks and random bed checks by the RAs and staff. See posted curfew times (they vary according to age). **Please hold the handles of dorm doors** so they **do not** slam shut. **DO NOT** go to basement or first floor **after 11:00pm or before 7:00am.**
- 8) **Electronics and Cell Phones** are to be **turned off at lights out time.** If your home is in a different time zone make sure your family and friends know that they need to contact you prior to lights out time.
- 9) **Turn the lights off:** if you are the last person leaving either your dorm room or a dance studio.
- 10) **Follow the posted laundry schedule.** Do not do laundry after 10:30pm or before 7:30am and don’t start laundry on Sunday before 9:00am... the people in the rooms on either side of the laundry may be sleeping and it may disturb them.
- 11) **Riding in Vehicles:** Students are not permitted to ride in vehicles of other students or persons without prior written permission (sent to Housing Director) from parents **and the approval of the Housing staff member on duty.** Nutmeg reserves the right to refuse permission for a student to ride in any non-Nutmeg vehicle at any time.
- 12) **Elevator and Staircase Use:** Students may only use the elevator if they are injured or carrying large packages. The Staff staircase is **not to be used by students** unless there is an emergency situation.
- 13) **Report any damage or facilities problem:** Please report to Housing or Facilities staff right away if you see a problem such as: dripping water from a ceiling, flooded bathroom, toilet back-up, laundry machine out of order.
- 14) Windows in your room **are not** to be opened.