

## CODE OF CONDUCT DETAILS

1. **Students are to leave ALL personal property at home.** This includes money, CD's, cell phones, pagers, two-way radios, walkmans, backpacks, purses, toys, gameboys, hats, food, and any other personal items OCA staff deem inappropriate for school. Any exceptions to this rule must be approved by OCA staff (therapist, teacher, behavioral specialist, and administrator) and will be communicated to parent/guardian in advance. All unauthorized items that are brought to school will be confiscated, may be held until the school year ends, or until the parent/guardian comes to retrieve it. **OCA does not accept responsibility for lost, stolen, or confiscated items**
2. **OCA is a drug/alcohol/smoke free environment. Illicit or illegal drugs are prohibited.** No student may possess or use alcohol of any kind, illegal drugs of any kind, cigarettes, chewing tobacco, or tobacco related products of any kind. Matches and lighters are also prohibited. Possession of these items could result in expulsion and legal charges. Students with prescription medication must have their parent/guardian check in medication with school personnel along with a signed release.
3. **Students may not possess weapons of any kind.** Prohibited items include but are not limited to, guns of all types (including air or compressed gas guns), firecrackers, pocket and sheathed knives of all sizes and types, wallets with a chain attached, laser pointers, explosives, or any sharp object that could be used in an unsafe manner. Possession of these items could result in expulsion and legal charges.
4. **Students are to respect school, other students, and staff property at all times.** Graffiti, vandalism, and/or destruction of property will result in consequences up to and including legal charges.
5. **Students are to respect and maintain appropriate physical boundaries and contact with peers and staff.** The following are considered unacceptable, and pose a risk of harm to others: hitting, kicking, biting, spitting, pinching, horseplay, kissing, or any conduct that would be considered by staff to be lewd or offensive. Inappropriate and aggressive behavior will be consequenced accordingly.
6. **Students are to respect one another's emotional welfare by speaking to others with positive and affirming language.** Profanity, racial slurs, derogatory statements, threats, and teasing are prohibited. Harassment of students and/or staff is illegal and not permitted. (See Sexual Harassment Policy)

7. **Students will be searched by behavioral staff before entering OCA campus every morning.** Search procedures are as follows:
  - Students demonstrate that their pockets are empty by turning them inside out, and/or patting them.
  - Students reveal that their socks and shoes do not conceal anything.
  - Students show that their hands are empty.
  - Students are scanned by a hand-held metal detector at OCA staff discretion.
  
8. **Students shall follow all classroom expectations.** Students shall remain seated in class and participate in classroom activities until excused by the teacher. Food and drinks are not permitted in the classroom without teacher permission.
  
9. **Students are to dress appropriately.** Clean clothing and flat or low-heeled shoes with closed toes must be worn at all times.
  - Clothing shall conceal undergarments at all times.
  - No see-through or fishnet fabrics, backless clothing, tube tops, low cut or plunging necklines, revealing tops and/or bare midriffs.
  - No spaghetti straps, halter tops, strapless tops, torn or ragged tops or shirts with only the top buttoned fastened.
  - **Tank tops are permitted as long as straps are 2" wide at the collarbone and no undergarments are showing.**
  - All pants or shorts must be worn at the hip or above. Clothing must completely cover all undergarments. Sagging is not permitted under any circumstances. Pants and skirts must be clean and un-torn.
  - Shorts or skirts must be no shorter than 2" above the knee. This length requirement includes when shorts or skirts are worn over tights. Undergarments cannot be visible in any way. Revealing shorts, skirts, or dresses are also prohibited.
  - No wearing of hoods indoors. Hoods are permitted outdoors during cold and/or rainy weather.
  - Illegal/Obscene – Any apparel, jewelry, accessory or inscription on personal belongings which could be construed as depicting or promoting the illegal, the obscene, or are sexually suggestive are not allowed. Specifically those which depict or promote alcohol, drugs, tobacco, and/or obscenities are prohibited.
  - Offensive – Apparel, jewelry, tattoo, accessories, manner of grooming, and inscriptions on personal belongings, including backpacks and book covers, that are sexually suggestive, or by virtue of color, arrangement, trademark, universal meaning or any other attributes, express or advocate racial, ethnic, or religious prejudice are not allowed.

- Jewelry/Accessories – Spiked jewelry, chains, and other dangerous apparel are prohibited.
- Shoes – To protect your safety and to participate in physical activities, shoes must be worn at all times.
- Hats, bandanas, berets, and hairnets are not permitted at Olive Crest Academy. Beanies are only to be worn outdoors during cold/rainy weather. This applies to males and females.
- ALL CLOTHING MUST BE CLEAN AND IN GOOD REPAIR.

If students come dressed inappropriately, parents will be called to bring a change of clothes or take the student home to change. If parent cannot be reached, alternative clothing will be provided by OCA for the student to wear for the remainder of the day. **These borrowed clothes MUST BE RETURNED ON THE NEXT SCHOOL DAY.**

**OCA Administration reserves the right to prohibit any clothing, jewelry, facial and body piercing, hairstyles, or make-up deemed by teachers and staff to be offensive, distracting, or otherwise inappropriate.**