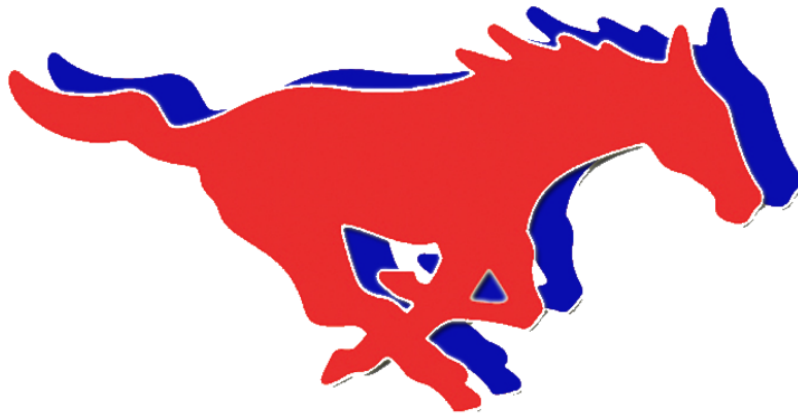


# NIXON-SMILEY LEVEL III

## CODE OF CONDUCT HANDBOOK



Welcome to the Nixon Smiley Level III Program. You, the Cadet/student, will be required to attend the Level III program based on the placement given by the home campus. The Level III program will consist of three phases: Basic, Intermediate, and Advanced. You, the Cadet/student, will be required to satisfactorily complete all phases to complete the Level III Program successfully. You, the Cadet/student, will be required to demonstrate skills and conduct yourself in a specific manner, write, and take examinations to prove understanding of the tasks and responsibilities. Your academics and behavior will be evaluated frequently with your parent/guardian.

### **OUR MISSION STATEMENT**

Our mission is to provide a quality education responsive to learning rates and styles. The Level III Program encourages our cadets/students to set, strive and reach for successful life goals and establish a strong foundation of education, knowledge, and self-discipline as the keys to success. Our staff will teach and demonstrate behavior that supports conformity to positive group norms and prepare students to return to their home campuses.

### **OUR GOAL**

Our goal is to assist students in achieving behavior that conforms to a positive academic environment. To develop and maintain self-esteem and self-worth through group sessions, counseling, and education. To develop and maintain self-discipline and self-control through physical training and positive task completion.

### **DAILY OPERATION**

Students placed in the Nixon Smiley Level III Program shall attend school daily, Monday – Friday. Students must be in school from 8:30 AM to 4:00 PM. The Nixon Smiley Level III Program follows the Nixon Smiley DAEP calendar for school days, staff development days, holidays, and bad weather days.

DAILY SCHEDULE:	8:15 – 9:00	Inspection/Breakfast
	9:00 – 10:00	Core/Elective Computer
	10:00 – 11:00	PT/Drill
	11:00 – 12:00	Core/Elective Computer
	12:00 – 12:30	Lunch
	12:30 – 1:30	Core/Elective Computer
	1:30 – 2:30	PT/Drill
	2:30 – 4:00	Core/Elective Computer/Community Service

Scheduling is flexible and subject to change based on student enrollment, weather, and other program factors.

## **ATTENDANCE**

- The parent or guardian must report each absence before the start of classes (by 8:30 AM).
- The parent or guardian must send a note the next school day, which includes the date of absence, the student's first and last name, and the EXACT reason for the absence (if it states ill, not feeling well, or sick it is unexcused). An email from the parent is acceptable.
- A doctor's note will be required for absences exceeding a period of three days or if an absence becomes excessive.
- If the child is tardy or does not bring a note for being tardy and/or absent, the result will be a loss of program points and may add to the number of days in the program.

## **MEDICATIONS**

1. Prescription medication must be in the original prescription container, prescribed to the student, with the directions for administration, the doctor's name, and the pharmacy phone number attached.
2. Over-the-counter medications must be in unopened containers or bubble packs.
3. A parent or guardian must authorize a program staff member to administer any prescription medications by completing the Medication Use Form.
4. All medications shall be kept in a secure cabinet in the Level III workroom.
5. No student will be allowed to carry medication while at school, except for a prescribed inhaler prescribed to the student needing this medication if the student requires medication at school.
6. If the student has a significant medical history regarding a specific condition, it is imperative that this information be communicated in writing during enrollment. This includes any limitations in participation in the Level III physical fitness program.

## **SEARCHES**

All students entering the Level III Program shall be subject to daily and random searches, which shall include pat-down searches, wand, and use of a metal detector. Any contraband or prohibited items will be confiscated and released at the end of the student's expulsion. Parent/guardian are not allowed to sign for property to be released early. Law enforcement officials will be notified of any illegal items or substances found, and charges will be filed.

Approved items:

1. School supplies
  - a. Loose leaf paper
  - b. #2 pencils-no mechanical pencil
2. House key staff will keep keys for students
3. Female Products-staff will keep for student

## **TECHNOLOGY**

Resources have been invested in computer technology to broaden instruction and prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Misuse of destructive behavior will result in disciplinary action and termination of privileges. Criminal charges or probation violations may also be filed for the destruction of property.

## **CADET/STUDENT OPERATING PROCEDURES**

1. Cadets/students are not allowed to speak unless they receive permission to speak from an adult or they are answering a question that was directed at them. A cadet/student must raise their hand and then wait for staff to acknowledge them, giving them permission to speak.
2. Cadets/students must remain in a straight line at all times. Head and eyes straight in front, hands in the small of the back, feet shoulder-width apart. While moving, students must walk with both of their hands behind their backs.
3. Cadets/students will only use the Level III program-issued supplies.
4. Cadets/students must ask permission to enter or exit a room.

## **MORNING ARRIVAL**

1. Upon morning arrival, cadets/students will line up outside on their assigned dot no later than 8:30 AM.
2. Cadets/Students must sign in to be counted as present. Cadet's/student's name and time in must be legible.
3. All cadets/students will be searched upon arrival. Cadets/students will remove their shoes, socks, belts, and jackets. Cadets/students will be instructed to assume the pat down search position and a staff member will conduct a pat down search. Cadets/students will hand their items to the staff member present to be searched. Cadets/students will then walk through the metal detector.
4. After cadets/students are searched and in dress code compliance, students will report to their assigned seats.

## **AFTERNOON DISMISSAL**

1. Class is dismissed at 3:00 PM. Physical training and community service will take place until 4:00 PM. Cadet/Student will be dismissed to their parent/guardian or approved people allowed by parents.
2. Only the student's parent/guardian can give permission for authorized persons to pick up their child. The approved person must be over the age of 18 with a valid driver's license to pick up students.
3. Cadets/students are to remain in the dress code at all times while exiting the building.

## **BATHROOM BREAK**

1. Cadets/students will have scheduled bathroom breaks throughout the day. Cadets/students will be supervised at all times by the same gender Level III staff during breaks.
2. Cadets/students are required to wipe or clean any messes that he/she made while using the facilities unless specified.

## **PHYSICAL TRAINING PROGRAM**

Each Level III Program student will follow standard physical training exercises. This program is not only keep students physically fit, but it also aids in a structured environment and could be used as a component of any violations of the Student Code of Conduct Handbook.

We understand that not all students will be physically capable to perform every exercise as others, but a 100% effort and a positive attitude is required of every student at all times. Failure to participate without medical reasoning and causing disruption will result in further disciplinary action.

These workouts are designed and monitored with the concern and safety of every student and a student will not be required to do anything that he/she is not capable of doing. These workouts are not designated as a means of mistreatment or intimidation but simply for structure and discipline while attending the Level III Program. Communication with the Level III staff is very important for successful completion of this aspect of the program, meaning if you are experiencing difficulty at any time while exercising, you must communicate that with the Level III staff conducting them at the time.

If a student is NOT able to participate in physical activities, a doctor's note will need to be provided stating that he/she must be excused and a specific time frame must be included in the doctor's note. Once that time has expired, exercises will resume for that student. Student notes are NOT acceptable. Parent/guardian notes will be accepted but if the excuse exceeds 3 days then a note from a medical doctor is required.

## **UNIFORMS AND PERSONAL APPEARANCE**

All cadets will be issued a Level III Program school uniform. The uniform consists of the following items:

1. Military Style Pants (BDU) (Provided by the Level III Program)
2. T-shirts based on Phase Level of Cadet (Provided by the Level III Program)
3. Belt with metal buckle (Provided by the Level III Program)
4. Crew or tube socks: white or black only – **NO** ankle or no-show socks (Provided by parent/guardian)
5. Running shoes: white or black only (Provided by parent/guardian)
6. Hair cut on 1 guard upon entry. If the parent doesn't get the student/cadet a haircut then the drill sergeant will cut it with clippers on a 1 guard per the Haircut Authorization Form signed by the student and parent/guardian. Hair cuts will be given anytime the drill sergeant deems necessary.

### **FEMALES:**

7. Sports bra (wire free), white or neutral color – **NO OTHER COLOR** (Provided by parent/guardian)
8. Hair must be worn above the shoulder or shorter.

The above-stated information is the standard uniform issued to and worn by the Level III Cadet/Student. Each cadet/student is responsible for maintaining his or her own uniform and belt. All uniform items will be clean and neat at all times. It is the responsibility of the parent/guardian and cadet/student to maintain overall accountability for all uniform items. Any destruction to the Level III Program uniform, such as deliberate tearing, may result in a citation for the destruction of property. All uniforms will be turned in at the completion of the program. If the uniform is not turned in at the completion of the program or when instructed to turn in the uniform, a citation may be issued for theft of the program uniform.

#### Grooming standards:

- No jewelry is allowed at any time (rings, watches, body piercing, and necklaces) No clear rings or spacers are allowed.
- Students are not allowed to wear shorts/capris for any reason.
- No Cell phone
- No sunglasses, hats, or baseball caps
- Girls must wear hair above the shoulders or shorter.
- Hair must be of natural color. No dyed hair. No wigs or weaves.
- No make-up
- No rubber bands, hair clips, or ponytail holders
- No nail polish, lipstick, gloss, and/or balm
- Fingernails shall be plain and trimmed
- Boys: heads will be shaved at a 1 guard
- No facial hair – students need to be clean shaved
- No notching or shaving of eyebrow or hairline
- Any clothing and hairstyle that brings unnecessary attention or is not within the uniform dress code is considered disruptive and unacceptable.
- Tattoos must be covered at all times

### **PHASE REQUIREMENTS**

**The overall goal for each cadet is to successfully complete each phase of the program.**

- A. The Level III Program is based on a three-phase, structured point system designed to promote individual responsibility. Each cadet/student can earn between 0-3 daily points in each of the following categories: Appearance, Academics, Physical Training, Honor Code/Creed, and Community Service. A maximum of 15 daily points are possible. 3 extra points will be given for having perfect attendance for the week.

- B. Over a 90 successful school day period, it is the responsibility of each cadet to successfully complete each phase of the program.

Cadets are assigned different colored shirts depending upon the Phase.

Phase 1 – Light blue shirt. 0 to 500 points

Phase 2 – Royal blue shirt. 501 to 1000 points

Phase 3 – Navy blue shirt. 1001 to 1500 points

Profile phase – Pink shirt. Students who do not have a physical or do not have a medical excuse from the doctor to participate in activities due to injury or illness. Days will not be counted until the student is released from the profile phase. A Student under the supervision of a physician must provide appropriate medical documentation to assist staff in assigning/limiting appropriate physical activities. Students' program days will count during this time.

- C. Listed below are the items that will be judged in each phase. The cadet/student will be tested and will demonstrate proficiency in each item before being allowed to advance to the next phase. The cadet/student can be dropped down from any level as staff deems necessary. In addition to completion of the items listed, minimum attendance days and points are required for advancement.

Phase 1: 0 - 500 Points

- Recite Elite Code of Conduct
- Maintain Uniform Standards
- Academics-Complete assignments on time and show positive progress
- Maintain Personal Hygiene Standards
- Maintain Bearing and Behavior at all times
- Complete Pre-Test
- Participate in Drug Testing
- Perfect attendance (Administration Decision based on reason)

Phase 2: 501 – 1000 Points

- Recite Elite Code of Conduct
- Maintain Uniform Standards
- Academics-Complete assignments on time and show positive progress
- Maintain Personal Hygiene Standards
- Maintain Bearing and Behavior at all times
- Pass Drug Testing
- Attendance-no unexcused absences (Administration Decision based on reason)
- Lead Physical Training
- Mentor at least one other cadet/student

### Phase 3: 1001 – 1500 Points

- Recite Elite Code of Conduct
- Maintain Uniform Standards
- Academics-Complete assignments on time and show positive progress
- Maintain Personal Hygiene Standards
- Maintain Bearing and Behavior at all times
- Maintain negative Drug Test
- Attendance-no unexcused absences (Administration Decision based on reason)
- Complete Post Test
- Mentor two or more cadets

#### D. Violations or Non-Compliance:

Cadets/Students will not be awarded points for any of the following violations:

- Positive Drug Test
- Fighting or physical contact
- Leaving premises without permission
- Any type of legal citation
- Terroristic Threat
- Unexcused absence
- Tardiness
- Contraband and prohibited items of any type
- Disrespect to staff or peers
- Refusing to participate in the program
- Destruction of property
- Sleeping
- Haircut Violation
- Cursing
- Moving without permission
- Facial hair-unshaven
- Uniform violation-no belt, shirt untucked, pants below waist, wrong sock color
- Display of tattoos
- Failure to complete daily assignments
- Excessive Talking
- Code of conduct violation-lying, stealing, cheating, etc.

**REMINDER: NON-COMPLIANCE WITH PHASES, ATTENDANCE ISSUES, AND FAILURE TO FOLLOW THESE RULES OR THE CODE OF CONDUCT WILL RESULT IN APPROPRIATE CONSEQUENCES WHICH MAY CONSIST OF PHYSICAL TRAINING FOR A FULL DAY AND/OR A PROGRAM RESTART OR CONVERSION BACK TO PHASE 1.**



## **CODE OF CONDUCT AND CREED**

### **A. LEVEL III PROGRAM CODE OF CONDUCT: Recited by each cadet/student**

- **I will do the best I can to improve myself each day**
- **I will accept responsibility for all my actions**
- **I will present a neat and clean appearance at all times**

### **B. DAILY CREED:**

**We will not settle for compliance**  
**We will strive to make change**

### **C. CORE VALUES:**

- **Integrity**
- **Service before self**
- **Excellence**

## **ACKNOWLEDGEMENT**

**I hereby certify that I have received a copy of the Level III Program Student Handbook/Code of Conduct and its contents have been explained to me.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Witness Name

\_\_\_\_\_  
Date