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# Student Behavior (Code of Conduct)

## Philosophy

An orderly environment in the classroom and in the school as a whole is imperative so that each student may live and learn to his/her full potential. Ideally, discipline is self-directed. We ask students to maintain high standards of courtesy, clean language, honesty and positive relationships with other. Respect for public and personal property, pride in one's work and achievements within one's ability shall also be expected of all students. As part of maintaining these high standards, we ask all of our students to follow these guidelines which were developed as part of our Lower Dauphin Safe & Supportive Schools initiative:

### Guidelines for a Positive School

All students will:

- Be Prepared.
- Be Courteous.
- Be Responsible.
- Use THINK & SHARE Approach to Peer Interactions.

**T** - Is it true?

**H** - Is it helpful?

**I** - Is it inspiring?

**N** - Is it necessary?

**K** - Is it kind?

Size up the problem.

Help self and others.

Assert yourself.

Report responsibly.

Empower yourself and others.

## General Guidelines of Discipline

A discipline problem, as defined for the purpose of these guidelines, refers to any interruption to the educational process.

Teachers have the responsibility of handling most discipline problems either individually or with the support of other staff members (i.e. guidance counselors, grade level team). Many problems can be resolved effectively when parents are informed in the early stages of the problem. When the student continues to disrupt the learning environment even after parents have intervened, then the school principal will be involved.

## Student Code of Conduct (Policy 218)

The School Board of the Lower Dauphin School District shall require each student to adhere to the School Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school and school-sponsored activities.

Off-site or after-hours conduct may be subject students to school discipline if the misconduct violates the Code of Conduct and is connected to the school because the conduct undermines (or may reasonably be expected to undermine) the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school. Factors in determining whether school discipline will be imposed may include whether the conduct caused or is reasonably likely to cause disruption to school work or the school community; whether school property or equipment was used; and whether school activities or interactions were involved in the planning, organizing or promoting of the misconduct.

Infractions of school rules are organized in four levels ranging from least to most serious. The levels, examples of infractions, procedures followed by the school staff, and possible consequences follow but are not limited to:

### LEVEL 1

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Examples include: defiant/non-defiant failure to complete assignments, dress code violations, general classroom misconduct, non-defiant failure to follow directions or adequately prepare for class, abuse of hall or lavatory privileges, improper use of school facilities or property.

#### *Procedures for Level 1 Misbehavior:*

1. The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option.
2. Since the frequency of occurrence determines subsequent responses to the same infraction, the staff member shall maintain a record of offenses and action taken.
3. Depending upon the misbehavior, parental contact through the teacher may result.

The following are examples of Disciplinary Options/ Responses: verbal reprimand, documented warning, loss of recess or special privileges, parent and counselor notification, lunch in restricted area, or conference with principal.

### LEVEL 2

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Examples include: unmodified Level I offenses, lying, cheating, misconduct at school activities, flagrant disrespect to school personnel, possession and/or use of inappropriate material.

#### *Procedures for Level 2 Misbehavior*

1. The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option.
2. The supervising staff member informs the building administrator of the incident.

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3. Parent notified.
4. The staff member shall maintain a record of offenses and action taken.

The following are examples of Disciplinary Options/ Responses: repetition of Level 1 options; parent notification; restitution for damage to school property or an individual's property; or in- or out-of-school suspension.

## LEVEL 3

Acts against persons or property whose consequences do not seriously endanger the health or safety of others. Examples include: unmodified Level 2 offenses, insubordination, disrespectful speech, open defiance of authority, theft, minor vandalism (under \$10), fighting, violation of Internet Acceptable Use policy, vandalism to computer or computer files, leaving school without permission, forgery of notes or passes, profanity, obscene gestures, distribution of offensive materials, possession of tobacco products, and harassment.

### *Procedures for Level 3 Misbehavior*

1. The administrator investigates the incident.
2. The administrator may consult with the superintendent/designee to determine the appropriate disciplinary action.
3. The administrator meets with the student and confers with the parents about the misbehavior.
4. A proper and accurate record of the offense and the disciplinary action taken will be maintained by the administrator.
5. If property is damaged, restitution is required.

The following are examples of Disciplinary Options/ Responses: repetition of Level 2 options, temporary removal from class, withdrawal of internet privileges, withdrawal of computer privileges, in-school suspension, out-of-school suspension, administrative hearing, board hearing, expulsion, law enforcement agency contact, suspension of bus riding privileges for bus misconduct.

## LEVEL 4

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. These acts are clearly criminal and always require administrative actions which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors. Examples include: unmodified Level 3 misconduct, possession, sale or use of controlled substance (alcohol, drugs, drug paraphernalia, look-alike drugs), possession of weapons or replicas of weapons, false fire alarms, possession of fireworks or explosives, inappropriate touching, theft (over \$10), major vandalism (over \$10), assault and battery, fighting (depending on severity), stealing, any violation of Pennsylvania's Criminal Code not previously covered.

### *Procedures for Level 4 Misbehavior:*

1. Student is immediately removed from class and referred to an administrator for prompt disciplinary action.
2. The administrator consults with the superintendent/designee to determine the appropriate course of action.
3. Parents are notified and law enforcement officials are contacted. Search conducted if appropriate.
4. Confiscation of unauthorized item/substance.
5. A complete and accurate report is submitted to the superintendent for board consideration.

The following are examples of Disciplinary options/ responses: restitution of property or payment of damages may be required; legal action, long-term, out of school suspension (normally 5-10 days), other Board action, expulsion, referral to counselor, student assistance team, community agency, and/or treatment facility, withdrawal of privileges (ex. Extracurricular, field trips, assemblies, outdoor education) or psychiatric evaluation in order to return.

## Personal Electronic Devices

Lower Dauphin School District Board Policy #244.1 states that students should have the opportunity to access personally owned electronic devices, for educational purposes or to conduct school district business, while within the district. Such access, however, must not create unnecessary disruptions, distractions, or threats to others' right to an education or security and proper functioning of the district and its resources, including transportation to and from school.

This policy establishes rules and regulations to authorize students to possess and use personal electronic devices in school for educational purposes or to conduct school business. Use of personal electronic devices shall be consistent with the policies and procedures of the school district, including the Acceptable Use Policy. Furthermore, use of personal electronic devices shall support the varied instructional needs, learning styles, abilities, and developmental levels of students.

### Registration of Personal Electronic Devices

All PEDs that are connected to the District's network must be registered and approved prior to their use on School District property. As part of the registration process, the district may record identifying information, such as make, model, serial number, device host name where such a name exists, and Media Access Control (MAC) addresses for each device. Any changes to registered information must be reported to the school district before using the PED on school district property.

PEDs are the sole responsibility of its owner. Lower Dauphin School District shall not be liable for the loss, damage, or theft of any PED that is brought to or used at school, athletic events, extracurricular activities, or school-sponsored trips. Access to PEDs is a privilege, not a right. The Lower Dauphin School District may revoke, suspend, or limit access to PEDs for any reason and at any time.

The full Board Policy for Personal Electronic Devices is available on the district website.

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## Student Dress Code

Students are expected to dress responsibly for school. Since elementary school students are not always sure what comprises responsible dress, parents are requested to assist their child in making decisions about school attire. Cleanliness of person and apparel as well as decent coverage of the body is expected of all students at all times as a matter of health and aesthetics.

A dress code has been established to ensure an atmosphere that encourages learning and fosters self-esteem. Any dress or grooming practice which the school administration determines to be disruptive to teaching and learning will be prohibited. Violators of the dress code will be asked to change, sent home, and/or assigned another consequence.

For all students, the dress code includes, but is not limited to the following guidelines:

- Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits.
- Appropriate dress is that which is not offensive, distracting, nor does it present a safety hazard or disruption to the learning environment.
- Clothes should not be revealing nor call particular attention to the body of the wearer because of design or cut.
- Shorts or skirts must be mid-thigh, closer in length to the knee to ensure appropriate coverage.
- Any holes in pants may not reveal skin above the knee.
- Low-cut tops that expose and are revealing are not acceptable school attire.
- Boxer shorts or other undergarments may not be visible under pants. Pants should not be worn below the hip.
- Tank tops, muscle shirts, bare midriffs, biking pants, and similar attire are not permitted.
- Clothing which advertises or promotes the use of drugs, alcohol, tobacco products, sexual innuendos, or violence is not considered appropriate.
- Hats, sunglasses and coats may not be worn during the school day. Hats and outerwear worn to school must be kept in lockers. "Hats" is interpreted to include any and all headgear including visors, handkerchiefs, etc.
- Flip flops and Heelys due to play on the play ground are not allowed. Open toed shoes should have a back strap.

## Bullying

Lower Dauphin School District will not tolerate actions by students that could fall under the classification of bullying or extortion as outlined in board policy. Not only do these actions harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in school. Students must be taught that the individual rights of other students will be safeguarded. Bullying is a pattern of abuse or aggressive behavior by one person or a group targeted towards someone less powerful. Bullying behavior includes physical intimidation or assault; extortion;

oral or written threats; teasing; putdowns; name calling; threatening looks; gestures or actions; cruel rumors; false accusations and social isolation that is persistent and pervasive.

## Unlawful Harassment

The term harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, gender, national origin/ethnicity, sexual orientation, religion, disability, or genetic information, when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance;
- Otherwise adversely affects an individual's learning opportunities.

When a student believes that he is being harassed, the student should immediately inform the harasser that his behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall report the incident to a teacher, counselor, or building principal. A substantiated charge of unlawful harassment shall result in disciplinary action.

## Weapons Policy

In accordance with federal and state legislation, the Lower Dauphin School District has a weapons policy that helps ensure a safe school environment. We are asking for the help of parents and the community to keep guns, knives and other weapons out of our schools.

No pupil shall possess a weapon or knowingly and voluntarily assist or accompany any other pupil who possesses any weapon on school property.

For purposes of this policy, school property shall include, but not be limited to, all school grounds, buildings, and all locations where school-related activities of any kind are taking place; all school vehicles, or vehicles employed by the school, used to transport pupils to and from any school or school-related activities; and all locations where students wait to board or exit such vehicles. Violation of this policy shall subject any violator to an immediate suspension, pending a full hearing before the Board of Directors. A determination of guilt by the Board shall subject any violator to further suspension and/or expulsion, when deemed appropriate.

Also, Pennsylvania state law provides for a mandatory one calendar year expulsion from all public schools in the state. In special circumstances, the Superintendent, in conjunction with the principal, may waive this

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process in favor of some other more appropriate remedy. Any incident involving the administration of this policy shall be immediately reported to the Board of Directors and the parents/guardians of the involved student. The Code of Student Conduct outlines specific consequences for violations of the district's weapons policy.

**Weapon** – The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument device, or implement capable of inflicting serious bodily injury and replicas of any of the foregoing.

## Drug and Alcohol Policy

In accordance with state and federal legislation, the Board of School Directors enforces a code of conduct that recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, social, and emotional implications.

This policy is a multi-faceted program of drug and alcohol abuse education, prevention, and intervention. A "drug" includes any illicit substance such as marijuana, heroin, LSD, and any narcotic or other controlled substance; any liquor, malt, or brewed beverages; any look-alike substance; and any other potentially endangering or mood-altering chemical. The Board prohibits use, possession, sale, or transfer and intent to sell or transfer any drug or drug paraphernalia on school property or at other school-related activities. The only exceptions to this policy are medical prescriptions or over-the-counter medications which are registered with and administered by the school nurse.

Students having a drug or alcohol problem can voluntarily seek help from the student assistance program coordinator, SAP Team members and/or guidance personnel.

## Computers, Internet & Network Acceptable Use

The use of the internet through school district accounts or through school district hardware is a privilege, not a right. The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a district account must be in support of and consistent with the educational objectives of the district.

All personal electronic devices that are connected to the district network must be registered and approved prior to use in accordance with the Personal Electronic Devices Policy 244.1.

Access to the district electronic communication system and networks through school resources is provided to all students. Inappropriate, unauthorized and illegal use, including any violation of district conditions and rules, may result in disciplinary action and/or revocation of access.

The district reserves the right to review any material that is stored or accessed using the district's internet, computing systems or network in order to monitor or log the use of its electronic communications systems. Users shall have no

expectation of privacy in anything they create, store, send, receive or display on or over the district's internet, computer or network resources, including personal files or any use of the district's internet, computer or network resources. Even if used for personal reasons, the electronic communications systems and network, the user accounts, and all communications and information accessible via the network are the property of the district.

The district has the right, but not the duty, to monitor, track, log, access and report all aspects of its system use. The district may access media brought onto district premises, at district events, or connected to the district's network to ensure compliance with this policy and other district policies.

Any data uploaded to or downloaded from network facilities shall be subject to fair use guidelines. The illegal use of copyrighted software or intellectual property by network users is prohibited. Students are expected to know and observe applicable intellectual property laws.

## Skateboards

The use of mini-bikes, skateboards, scooters, rollerblades and heelys on school property is prohibited.

## Telephone Use by Students

Should a student need to use a telephone during the school day, a phone is available in the school office or in the classrooms. Students can secure permission from any secretary or a teacher to make a call; however, calls deemed by an administrator, secretary or teacher as being unnecessary will not be permitted. A reminder that cell phones must be turned off during the school day and kept in a locker, cubby or backpack, unless used for an academic purpose with teacher permission.