

Code of Conduct

1.0 PHILOSOPHY

The Walpole Public Schools strive to foster an atmosphere that focuses on developing self-discipline and behavioral responsibility. These are seen as key factors in helping students to direct their own efforts effectively toward educational growth and worthy citizenship. The Pre- Kindergarten through Grade 5 Code of Conduct has been developed outlining a discipline and behavioral responsibility program. It defines rights and responsibilities indicating appropriate behavior and logical consequences which will benefit the total school community.

The following foundations are necessary to implement a successful Code of Conduct:

- Active involvement of parents/guardians, staff, and students in the code's development, in-service, implementation, and evaluation.
- Identification of common issues of discipline and behavioral responsibility addressed on a consistent, developmental basis, allowing for flexibility.
- A strong emphasis on the development of age-appropriate self-discipline allowing students to assume responsibility for their own behavior, make decisions, attempt to solve their own problems, and further enhance their self-image.
- A comprehensive approach utilizing positive reinforcement, communication with home, and/or logical consequences for inappropriate behaviors.
- The development of a school climate which allows teachers to teach and students to learn.

The responsibility for conduct is in the hands of each individual student with the guidance of parents and staff. When an action by a student is not in accordance with an accepted standard, specified consequences shall be applied as outlined in the following pages. Used properly by students, parents/guardians, staff, and administrators, this document should be an instrument which will help provide an atmosphere that will enable students to achieve the goal of an education which prepares them to be ethical thinkers who are responsible, caring citizens.

2.0 GENERAL RIGHTS AND RESPONSIBILITIES

The Code of Conduct is that set of policies, rules and regulations and their enforcement by which order is established for the benefit of all. The underlying purpose of the code is to aid students, parents, staff

and administrators to develop an atmosphere which is conducive to the growth and development of all. It is understood that the rights of each group are, by definition, the responsibilities of the other groups. It is also understood that there are inherent responsibilities with each right. We believe that discipline is learned and therefore, can and should be taught in school as well as at home. Appropriate behavior of students is therefore a shared commitment that requires certain responsibilities on the part of all of us.

2.1 RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students have the right to an education of the highest standard.

Students therefore have the responsibility to:

- Be prepared to learn in school.
- Apply their abilities and efforts to receive maximum benefits from their education.

Students have the right to be respected by other students, staff, administration, and school community. They have the obligation to respond to disciplinary action in a responsible manner.

Students therefore have the responsibility to:

- Exercise self-discipline and respect when dealing with other students, staff, administration, and school community.
- Work with other students, staff, administration, and school community to achieve the goals of the Code of Conduct.
- Adhere to the Code of Conduct.

Students have the right to physical safety, protection of personal property, and safe, secure, and sanitary facilities.

Students therefore have the responsibility to:

- Protect their own and others' safety.
- Respect property of all individuals and the school.

Students may exercise the rights of free speech, assembly, press, and association in accordance with established laws.

Students therefore have the responsibility to:

- Exercise these rights in a responsible manner.
- Refrain from any expression which is libelous, obscene, or likely to disrupt school or classroom activity.

Students have the right to personal privacy, including the right to determine their own appearance subject to reasonable rules necessary to maintain health, safety, and an educational atmosphere.

Students therefore have the responsibility to:

- Respect the personal privacy and personal differences of others.
- Dress in accordance with the rules necessary to maintain health, safety, and an educational atmosphere.

Students have the right to consult with administrators and staff.

Students therefore have the responsibility to:

- Engage in consultation in a manner consistent with the policies of the Code of
- Conduct.

2.2 RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents /guardians have the right to expect that their children will be provided with a learning environment of the highest quality.

Parents/guardians therefore have the responsibility to:

- Ensure that their children attend school regularly, prepared to learn.
- Support administration and staff in the implementation of the Code of Conduct.
- Foster in their children positive attitudes toward self, others, and the school community.
- Develop in their children a respect for proper authority.
- Prepare their children to assume responsibility for their own behavior.
- Recognize that the school staff acts on behalf of parents/guardians while their children are in school or involved in school-related activities.

Parents /guardians have the right to participate in the system of rules and regulations governing their children's school conduct.

Parents/guardians therefore have the responsibility to:

- Work with the school to maintain a fair and consistent Code of Conduct.
- Read and understand the Code of Conduct.
- Help their children understand and adhere to the Code of Conduct.

Parents/ guardians have the right to be informed in a respectful and considerate manner of disciplinary concerns regarding their children.

Parents/guardians therefore have the responsibility to:

- Respond to any communication from the school as soon as possible.
- Share the responsibility for their children's compliance with the Code of Conduct.
- Encourage their children to accept the consequences of disciplinary actions.
- Support their children by communicating with the school staff regularly.
- Attend individual or group conferences.
- Understand their legal rights in regard to student disciplinary records.

2.3 RIGHTS AND RESPONSIBILITIES OF STAFF

Staff has the right to a suitable environment in which to carry out duties.

Staff therefore has the responsibility to:

- Maintain a positive learning environment.
- Exhibit competency, creativity, and self-control.
- Demonstrate qualities conducive to the educational process.

Staff has the right to the respect and concern of students, other staff members, administration, and school community.

Staff therefore has the responsibility to:

- Respect each member of the school community.
- Demonstrate understanding and concern for the individual student and his/her needs.

Staff has the right to work with administration to develop and implement a means of encouraging students' self-discipline and personal growth.

Staff therefore has the responsibility to:

- Inspire in students the desire for personal growth.
- Cooperate with administration in guiding students toward the development of self-discipline.
- Work with administration, staff, students, and school community in recommending modifications to the Code of Conduct.

Staff has the right to work with administration to set up a system of disseminating rules and regulations.

Staff therefore has the responsibility to:

- Keep informed about current rules and regulations.
- Cooperate with administration in disseminating rules and regulations.

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- Inform administration regarding infractions.

Staff has the right to protection of personal property.

Staff therefore has the responsibility to:

- Enforce the rules and regulations of the Code of Conduct.

Staff has the right to be informed about any physical or behavioral difficulties of students when relevant.

Staff therefore has the responsibility to:

- Communicate with students, parents/guardians, other staff members, and administration.
- Modify programs as needed.

Staff has the right to the protection of their mental and physical well-being.

Staff therefore has the responsibility to:

- Adhere to professional standards in relationships with students, other staff members, administrators, and school community.
- Consult with appropriate staff members or administration regarding current issues/concerns.

2.4 RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS

The administrator has the right to expect the students, staff, and school community to read and/or to be informed about and supportive of the Code of Conduct.

The administrator therefore has the responsibility to:

- Inform students, staff, parents/guardians, and school community of the Code of Conduct.
- Implement the Code of Conduct.
- Contact and involve parents/guardians regarding disciplinary matters.
- Maintain an appropriate record of disciplinary actions.
- Provide due process for each infraction.
- Work with students, parents/guardians, staff, and school community to evaluate and recommend modifications to the Code of Conduct.

The administrator has the right to expect staff to carry out the Code of Conduct.

The administrator therefore has the responsibility to:

- Support efforts of the staff in implementation of the Code of Conduct.

The administrator has the right to a safe and secure working environment.

The administrator therefore has the responsibility to:

- Protect the mental and physical well-being of all students and staff.
- Be knowledgeable about and maintain the security of the building.

The administrator has the right to be involved at an appropriate level of communication in disciplinary actions.

The administrator therefore has the responsibility to:

- Involve and communicate at an appropriate level with students, parents/guardians, staff, and district administration.

The administrator has the right to be treated respectfully by students, parents/guardians, staff, and members of the school community.

The administrator therefore has the responsibility to:

- Treat all students, parents/guardians, staff, and members of the school community in a considerate and respectful manner.

3.0 SPECIFIC RIGHTS, RESPONSIBILITIES AND CONSEQUENCES

The students of Walpole Public Schools are guaranteed the rights established in this section of the Code of Conduct. Every right implies responsibilities which ensure benefits to all. It is expected that all rights will be exercised wisely and all responsibilities will be met. Failure to do so will result in logical consequences. The student's chronological age and developmental level will be considered when determining consequences. Logical consequences for infractions of the Code of Conduct are classified into three categories for the purpose of this document:

COMMUNICATION

- **Conference with student(s)**
- **Verbal and/or written notification to parent/guardian**
- **Conference including, but not limited to, student(s), parent(s)/guardian(s), staff, and/or administrator(s)**
- **Notification of appropriate law enforcement authority, depending upon the nature and severity of the incident**

RESTRICTIONS

- **Time out station**
- **Loss of privileges including, but not limited to: recess, cafeteria privileges, bus riding, bike riding**
- **Restitution**
- **Correction of infraction**
- **Program of make-up work**

SUSPENSION

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than ten (10) days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include: (a) the disciplinary offense; (b) the basis for the charge; (c) the potential consequences, including the potential length of the student's suspension; (d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (e) the date, time, and location of the hearing; (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate; (g) if the student may be placed on long-term suspension following the hearing with the principal: 1. the rights set forth in 603 CMR 53.08 (3)(b); and 2. the right to appeal the Principal's decision to the Superintendent. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent or designee in writing of the removal including a description of the danger or disruption presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice;
- Provide written notice to the student and parent as required above;
- Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent;
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – Not More Than Ten (10) Days Consecutively or Cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent.

Principal's Hearing – Short Term Suspension of up to Ten (10) Days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than ten (10) days but less than ninety (90) days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute

the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
- The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- The right to cross-examine witnesses presented by the school district;
- The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall:

- Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- Set out the key facts and conclusions reached by the Principal;
- Identify the length and effective date of the suspension, as well as a date of return to school;
- Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation;
- Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information:

The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than ten (10) days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) schooldays, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REFS.: M.G.L 71:37H; 71:37H ½; 71:37H 3/4

3.1 ATTENDANCE

Students have the right to attend public school.

Students therefore have the responsibility to:

- Arrive at school and class on time.
- Attend all classes and assigned activities prepared to learn.
- Students may not be tardy, absent or dismissed from school except for:
 - Personal illness as determined by parent/guardian
 - Family bereavement
 - Religious holiday
 - Medical appointment
 - Legal proceedings

Each tardy or absence requires a dated and signed explanatory note from parent/guardian within 24 hours or on date of return to school in the case of absence.

- Students may not leave school during the school day without being dismissed by a school authority.
- Students may not be late to a class or scheduled activity.
- Students may not wander in the corridors or loiter in the boys' or girls' rooms before, during, or after school.

Consequences as listed in Section 3.0 will be imposed according to the severity of the incident.

It is the responsibility of the student to make up all missed assignments, tests, or quizzes. Absence from school for vacation purposes is prohibited. Student vacations or family obligations must be scheduled in accordance with the school calendar.

Should parents keep a student out of school, resulting in an unexcused absence, they are assuming the responsibility of assuring that the student makes up the work. Since assignments are based on material that has been previously taught, work will not be identified until after the student returns to school.

Teachers will not be required to provide make-up instruction or tutorial sessions.

Student Absence Notification Program

Each Principal will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

Any student who has not graduated from high school will not be considered permanently removed from school unless the Principal or his/her designee has sent a notice to the student, and the student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two (2) dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension for the meeting date shall exceed fourteen (14) days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma, and the alternative education programs and services available to the student.

3.2 TRAVELING TO AND FROM SCHOOL

The policies outlined in the Code of Conduct are in effect from when students leave home for school in the morning until they return home at the end of the day.

Students will not be allowed in any undesignated area of the building before or after school without written permission from a teacher.

Students are expected to go directly home unless parental notification has been made to the school office.

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Students have the right to:

Walk to and from school without fear of physical harm or destruction of personal property.

Students therefore have the responsibility to:

- Walk directly to and from school in a courteous manner, without loitering on the streets or areas adjacent to the school or trespassing on private property.
- To walk on side of street where a sidewalk is provided, crossing only at corners, crosswalks, or with crossing guards.
- To walk against traffic where a sidewalk is not provided, crossing only at corners, crosswalks, or with crossing guards.

Students have the right to:

Ride a school bus to and from school as stipulated by the School Committee.

Students therefore have the responsibility to:

- Adhere to the rules outlined in the Walpole Public Schools Bus Regulations. (Refer to attached document.)

Students have the right to:

Ride a bicycle to and from school. (This applies only to students in grades 4&5.)

Students therefore have the responsibility to:

- Submit a permission slip signed by parent/guardian.
- Wear a bicycle helmet at all times when riding a bike.
- Follow the rules of the road for bicycle riders.
- Ride bicycles in a manner safe to self and others.
- Refrain from trespassing on private property.
- Walk bicycle on school property to and from bike rack.
- Park bicycle in designated area and use lock to secure in place.

Consequences as listed in Section 3.0 will be imposed according to the severity of the incident.

3.3 HONESTY AND OPEN COMMUNICATION

Students have the right to:

Open and honest communication from teachers, other students, staff, and administrators

Students therefore have the responsibility to:

- Be an honest and responsible person as indicated by the following:
 - Students may not forge notes or other official paperwork for themselves or others.
 - Students may not cheat on any quiz, test, homework, or other exercise.
 - Students will comply with the Acceptable Use Policy of the Walpole Public Schools, which prohibits the misuse of computer technology, equipment, or information.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident.

- In addition, the following may be imposed:
 - The principal/assistant principal and parent/guardian will be informed.
 - The student will receive a failing grade on quiz, test, homework or other exercise.
 - Computer privileges may be denied.
 - A parent/guardian conference may be required.

3.4 ATTITUDE, BEHAVIOR AND LANGUAGE

Students have the right to:

Courteous, respectful treatment at all times while on school grounds, on buses, while traveling to and from school, and during school related activities.

Students therefore have the following responsibilities:

- Students may not refuse any reasonable request made by a staff member.
- Students may not use rude, profane, obscene, or improper language/gestures in school at any time.
- Students may not demonstrate rudeness or disrespect to another student or staff member.
- Students may not jeopardize the health or safety of students and staff.

Consequences as listed in Section 3.0 will be imposed according to the severity of the incident.

Students may not curse, swear, or direct any obscenity towards a staff member for any reason or under any circumstance. (The maximum consequence may be imposed.)

If a student initiates a false alarm or inappropriate call to 911, it may result in a suspension from school. The student and parent/guardian will be required to meet with administration. The appropriate law enforcement authorities will be notified.

3.5 PHYSICAL CONTACT AND THREATS

Students have the right to:

Attend school and school functions without the fear of physical and/or emotional harm.

Students therefore have the following responsibilities:

- Students are prohibited from:
 - Bullying
 - Harassing
 - Making threats or causing physical/ emotional harm.
 - Asking other students to harass, threaten, or hurt another student or staff member.
 - Possessing and bringing any item to school which can be considered a weapon, a danger to individuals or school property, or is illegal for a student to possess.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident.

The Walpole Public Schools are dedicated to eliminating any and all forms of harassment. Students and parents/guardians are encouraged to report all incidents to an adult at school as soon as possible. All complaints will be treated seriously and efficiently with the utmost confidentiality.

3.6 PERSONAL PROPERTY

Students have the right to:

Determine one's own appearance as long as it is not a threat to the health, security, and safety of others, or disruptive to the educational process.

Students therefore have the responsibility to:

- Maintain a personal appearance that is not detrimental to the health, security, and safety of others and oneself, or disruptive to the educational process.
- Students are prohibited from:
 - Wearing clothes or accessories which are vulgar, rude, unsafe, illegal, or disruptive to the educational process. (Inappropriate dress includes, but is not limited to: chains, hats, suggestive/ revealing clothing, clothing with offensive language or graphics ~ i.e. violent, sexual, prejudicial, alcohol, or pro-drug messages.)
 - Possessing and/or using any tobacco products in school, on school grounds, school buses, while traveling to and from school, or at any school related activities.
 - Conspiring to/or possessing, selling, transferring, or using illicit drugs, alcohol, chemicals, or narcotics in school, on school grounds, school buses, while traveling to and from school, or at any school related activities.

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Students have the right to:

The protection of personal property

Students therefore have the responsibility to:

- To secure one's own belongings
- To respect the personal property of others.

Consequences as listed in Section 3.0 will be imposed according to the severity of the incident.

3.7 SCHOOL PROPERTY

Students have the right to:

A clean, safe, and secure school environment

Students therefore have the responsibility to:

- Respect and protect school property at all times and in all places.

Students have the right to:

To books and equipment in satisfactory condition

Students therefore have the responsibility to:

- Use books and equipment properly, in accordance with school rules.
- Cover and care for books which are assigned to students.
- Exercise proper care of assigned school equipment (lockers, cubbies, desks, science/math/physical education equipment, etc.)

Students have the right to:

To the use of clean lavatory facilities

Students therefore have the responsibility to:

- Use those facilities respectfully and in the manner for which they were designed.

Consequences as listed in Section 3.0 will be imposed according to the severity of the incident.

Deliberate damage to school property will require restitution. Vandalism is a serious offense, which may result in suspension. Law enforcement authority may be notified.

3.8 CAFETERIA

Students have the right to:

Be able to enter and leave the cafeteria in an orderly manner and to eat in safe, secure, and orderly surroundings.

Students therefore have the responsibility to:

- Enter and leave the cafeteria quietly and in an orderly manner.
- Act politely and respectfully to all persons in the cafeteria.
- Follow designated school rules for cafeteria behavior.
- Maintain a clean and healthy environment by cleaning spills and disposing of trash responsibly.
- Return trays and utensils to assigned areas.
- Consume food in the cafeteria and not carry it elsewhere, except with specific permission.
- Refrain from borrowing from or lending money to other students.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident.

3.9 PLAYGROUND / RECESS

Students have the right to:

A safe, secure, enjoyable playground and/or recess

Students therefore have the responsibility to:

- Respect the authority of any person(s) supervising playground.
- To follow designated school rules for acceptable recess/ playground behavior.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident.

3.10 ASSEMBLIES

Students have the right to:

See and hear the person(s) or program presented

Students therefore have the responsibility to:

- Listen attentively and sit quietly during the program.
- Demonstrate appreciation in an appropriate manner.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident.

3.11 FIRES AND FIRE DRILLS

Students have the right to:

Exit the building safely and quickly.

Students therefore have the responsibility to:

- Know the fire drill routes and rules as posted and instructed by school staff.
- Walk quietly and in an orderly manner from the building to designated area.
- Follow directions given by the staff member in charge.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident.

3.12 FIELD TRIPS

Students have the right to:

Benefit from safe, successful, curriculum- related field trips

Students therefore have the responsibility to:

- Provide written parent/guardian permission.
- Follow all bus conduct rules.
- Respond respectfully to all persons and chaperones associated with field trip.
- Follow all “special rules” which may be needed for individual field trips.
- Exhibit appropriate behavior in accordance with Code of Conduct.

Consequences as listed in section 3.0 will be imposed according to the severity of the incident. In addition, future field trip privileges may be denied.

4.0 SUSPENSION POLICY Due Process

All students whose behavior results in suspension are entitled to:

- A meeting with the assistant principal and/or principal to explain the charges and to provide an opportunity for student(s) to present his/her information prior to a decision regarding the consequence of suspension.
- A written report detailing the charges and consequences to be signed by a parent/guardian.
- A reinstatement hearing accompanied by a parent/guardian with the assistant principal and/or principal.

The length of a suspension may be one class period or several days. A suspension may be designated as in school or out-of-school. Students will be provided with academic assignments for the period of suspension.

Reinstatement Process

All students whose behavior results in a suspension may be required to comply with the following reinstatement provisions:

- Complete all work assigned during the suspension period. Follow a modified school schedule.
- Participate in outside counseling.
- Participate in a related Community Service Project.

5.0 EXPULSION

In accordance with the Education Reform Act of 1993, Chapter 71, Section 37H, a student will be subject to expulsion according to the following regulations:

- Any student who is found on school premises or at school-sponsored or school-related events in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance, as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the school committee.
- Any student who assaults any school personnel on school premises or at school-sponsored or school-related events, may be subject to expulsion from the school or school district by the school committee.
- Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing.
- Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the school committee. The expelled student shall have ten days from the date of the expulsion in which to notify the school committee of his/her appeal. The student has the right to counsel at a hearing. The subject matter of the appeal shall not be

limited solely to a factual determination of whether the student has violated any provisions of this section.

- When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to such student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Massachusetts General Laws Chapter 71, Section 37H, as amended by Section 36 of Chapter 71 of the Acts of 1993 (the Education Reform Act), and further amended by Section 1 of Chapter 380 of the Acts of 1993, and Massachusetts General Laws Chapter 76, Section 17.

6.0 MASSACHUSETTS DEPARTMENT OF EDUCATION, DIVISION OF SPECIAL EDUCATION, POLICY REGARDING DISCIPLINE AND SUSPENSION OF SPECIAL EDUCATION STUDENTS

All students are expected to meet the requirements for behavior as set forth in this Code of Conduct. Chapter 71B of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Program (IEP). The following additional requirements apply to the discipline of special needs students:

6.1 Procedures

- The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's disability requires a modification. Any modification is described in the student's IEP.
- The principal or designee will notify the local Special Education Director of the offense, which is subject to the suspension of the special needs student, and a record will be kept of such notice.
- When it is determined that the suspension(s) of a special needs student will accumulate to ten (10) days in a school year, a review of the student's IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of a student's program or placement. The TEAM will make a finding as to the relationship between the student's misconduct and his/her disability and either:
 - Design a modified program for the student, or
 - Write an amendment to provide for the delivery of special education service during the suspension and any needed modification of the IEP relative to the discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedure promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

GLOSSARY OF TERMS

Bullying

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Examples of bullying include, but are not exclusive to:

- Intimidation, either physical or psychological.
- Threats of any kind stated or implied.
- Assaults on students, including those that are verbal, physical, psychological and emotional.
- Attacks on student property.

Ethical

Relating to human character and conduct, of distinction between right and wrong, and moral duty and obligations to the community.

Expulsion

An exclusion from the public school for the remainder of a term, semester, academic year, or permanently, subject to formal procedures as outlined in Massachusetts General Laws Chapter 71, Section 37H and Chapter 76, Section 17.

Harassment

Harassment includes insults, name-calling, off-color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

What one person may consider acceptable behavior may be reasonably viewed as harassment by another person. Therefore, individuals should consider how their words or actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

Individualized Education Program (IEP)

Shall mean a written statement, developed and approved in accordance with federal special education law in a form established by the Department of Education that identifies a student's special education needs and describes the services that a school district shall provide to meet those needs.

IEP TEAM

Includes the parent(s)/guardian(s) of the student, at least one regular education teacher, at least one special education teacher, a representative of the public school who is qualified to provide or supervise specially designed instruction to meet the needs of students with disabilities, an individual who can

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interpret instructional implications of evaluation results, other individuals who have knowledge or expertise regarding the student, and, if appropriate, the student.

Restitution

Replacement cost of item or article.

Restriction

Limitation of participation in activities provided for the general school population.

School Community

Includes, but is not limited to, students, parents/guardians, all staff, bus drivers, volunteers, substitute teachers, and school committee members.

Suspension

An administrative action which results in a temporary exclusion of a student from the educational program. Suspensions may be imposed for a time period of one class duration up to ten full days.

- In school suspension – the exclusion from the educational program is served within the school building in a designated setting other than the regular classroom.
- Out-of-school suspension – the student is excluded from his/her educational program and may not enter the school building for a designated period of time.

Tardiness

A student is tardy (late) for school/class when he/she is not present at the stated beginning of the school day.

Vandalism

Malicious damage to or destruction of property.