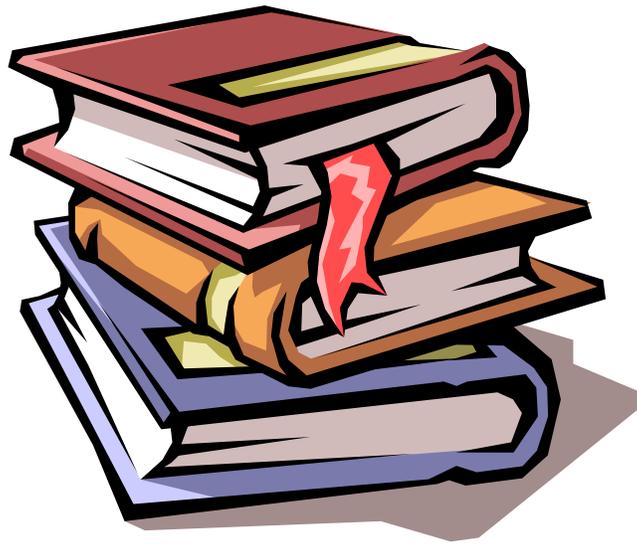


Code of Conduct

2011-2012



Walpole Middle Schools

TRANSLATION OF IMPORTANT DOCUMENTS

The following statement should be copied in the language spoken in the student's home if it is other than English and attached to important documents, such as student handbook, notices of PAC meetings, etc. If parents request translation, please contact the Director of Curriculum, Instruction and Grants immediately.

English

This is important information. If you need translation, please contact your child's school.

Spanish

Esta información es importante. Si usted necesita una traducción, favor de ponerse en contacto con la escuela de su hijo.

French

Voici des renseignements importants. Si vous avez besoin de la traduction, contactez s'il vous plaît l'école de votre enfant.

Portuguese

Isto é a informação importante. Se você precisar de tradução, por favor contate com a escola da sua criança.

Russian

Это важные сведения. Если вы нуждаетесь в переводе, контактируйте пожалуйста со школой вашего ребенка.

Arabic

هذه معلومات مهمة. إذا كنت تحتاج إلى ترجمة الرجاء الإتصال بمدرسة طفلك على الرقم التالي

Mandarin Chinese

這個消息很重要。假如須要
翻譯成中文請給學校聯絡。

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INTRODUCTION

Walpole's K-12 educational structure strives to foster an atmosphere which focuses on developing self-discipline and behavioral responsibility. These are seen as key factors in helping students direct their own efforts effectively toward educational growth and worthy citizenship. A middle school 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 benefit the total school community.

The Walpole Public Schools' primary mission is to optimize each student's potential for achievement. As a community, we recognize that success is a shared responsibility among students, parents, schools, and community. This work is done by demonstrating and building upon the following characteristics and behaviors:

- Establishing life-long learning
- Collaborative decision making
- Clear communication
- Respect and compassion towards others
- Diligence and perseverance towards goals
- Honesty and integrity in interactions
- Academic risk taking
- Decisions centered on students
- Continual improvement through reflection and analysis
- Equity
- Trust
- Accountability

GENERAL RIGHTS AND RESPONSIBILITIES

The Code of Conduct is the set of policies, rules, and regulations and the accompanying consequences for violating them. The underlying purpose of this code is to aid students, parents, staff, and administrators in developing an atmosphere which is conducive to the growth and development of all. We believe that self-control is learned and, therefore, can and should be taught in school as well as the home.

THE ROLE OF THE STUDENT, PARENT, AND THE SCHOOL

Our strategy at the middle schools is to motivate and encourage students to develop into critical thinkers, self-motivated learners, good communicators, and involved citizens. The Walpole middle schools strive to provide an environment for all students to grow intellectually, emotionally, and socially. It is our intent to create an atmosphere of mutual respect. Good discipline is best thought of as being positive in its approach. In order to fulfill this mission, the middle schools need strong contributions from all groups who

have an interest in its success. For that reason, we expect that our community, parents, faculty and administration, and young people will support the school's efforts to provide optimal educational opportunities for every student.

The **student** has the primary responsibility for his/her schoolwork and performance. Walpole middle schools expect our students to:

- ◆ Complete homework regularly and pass in work on time
- ◆ Do work carefully, neatly and accurately
- ◆ Be active participants in the learning process
- ◆ Obey the rules of the school
- ◆ Be in attendance when school is in session and be punctual for classes
- ◆ Demonstrate respect, self-discipline, and kindness
- ◆ Demonstrate responsibility and accept consequences

The **parent** shares responsibility with the student for his/her success or failure in meeting the academic, behavioral, and social standards of the school. Walpole middle schools expect our parents to:

- ◆ Oversee the efforts of the student outside of the school setting
- ◆ Enhance their children's educational and intellectual pursuits by knowing and supporting school rules and procedures, as well as classroom expectations
- ◆ Monitor their children's academic and conduct performance using our online grading and notification system (X2 Aspen)
- ◆ Instill in the children recognition of responsibility and acceptance of consequences
- ◆ Support the academic and social standards of the school

The **teachers and school administration** have a responsibility to provide an atmosphere conducive to the learning process by establishing fair and consistent expectations for students in the areas of academic accomplishment and student behavior. Walpole middle schools expect our administration and faculty to:

- ◆ Set high expectations for all students
- ◆ Create a positive school climate where all relationships are characterized by dignity and respect
- ◆ Keep open the lines of communication within the school community
- ◆ Maintain and regularly review the standards outlined in the Code of Conduct
- ◆ Inform students and parents when standards are not being maintained

In the final analysis, then, the responsibility for conduct is in the hands of each individual student, and when an action by a student is not in line with an accepted standard, specified consequences shall be applied as outlined in the following pages. Used properly by students, parents/guardians, teachers, and administrators, this document should be an instrument that will help provide an atmosphere that will enable students to achieve the goal of a basic education thus allowing them to be better prepared for the adult world.

SPECIFIC RIGHTS, RESPONSIBILITIES, & CONSEQUENCES

The students of Walpole Public Schools are guaranteed the rights established in this section of the Code of Conduct. Every right carries with it responsibilities which ensures benefits to all. This Code of Conduct is in effect on school property during school hours, to and from school, and at school-related functions. 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. Any activity deemed to be disruptive to the educational process will result in disciplinary action. Student behavior that occurs off school grounds and/or after school hours which directly impacts other students or school personnel, creates a hostile environment at school, and/or disrupts or detracts from a positive educational environment or the effective operation of the school, is subject to disciplinary action. Classroom teachers will continue to handle routine discipline. Please take note of the appeal process outlined lower in this section, which explains your rights if you have any concerns about disciplinary proceedings. The following statements explain the position of the schools in dealing with specific situations.

Our rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of repeat or severe offenses. In determining the severity of the penalty or suspension, the school administrator may consider all relevant factors, including but not limited to:

- previous disciplinary record;
- severity of disruption to the educational process;
- degree of danger to self and others;
- degree to which the student is willing to change his/her inappropriate behavior.

A single act of misconduct may be deemed a violation of more than one behavior infraction and may result in multiple or increased consequences.

In support of our goal for students to learn the benefits of positive decision-making and self-discipline, the Walpole Middle Schools Code of Conduct enumerates expectations for student behavior and performance, as well as a Matrix of consequences that will serve as a guideline when responding to violations of the Code. Students who meet or exceed expectations will discover the positive consequences for making good choices. Whenever possible, consequences will be tied to the nature of the infraction, so that students will come to view situations differently as a result of the disciplinary intervention. The rules and expectations governing the middle schools are identified at the beginning of this Code of Conduct, and consequences for violations of the Code are listed in the next section for your convenience, laid out in a scaled matrix of response. Please note that the Behavior Matrix serves as a guideline only and the administration reserves the right to increase penalties when assigning disciplinary consequences, on the basis of the above-listed criteria.

PARENT/GUARDIAN NOTIFICATION

Incidents will be posted to online grading system (X2 Aspen) to notify parents/guardians.

DEMERITS

Demerits are issued to students as a disciplinary consequence for failure to follow a rule that is outlined in the Code of Conduct. Demerits will constitute the basis for each student's school conduct grade on the report card. Incidents reduce a student's school conduct grade by 4 points. The following chart shows how demerits affect your school conduct grade:

Demerits	School Conduct Grade	Demerits	School Conduct Grade
0	100	6	76
1	96	7	72
2	92	8	68
3	88	9	64
4	84	10	60
5	80		

Demerits not only constitute the basis for a student's Conduct grade, but multiple demerits in a 30 day period may result in the student being assigned office detention. Excessive demerits may also impact the student's ability to participate in end of the term activities. If a student's school conduct grade at any time falls below 70, his/her eligibility to participate in incentive activities will need to be evaluated by the school administration.

DETENTION

Students who commit infractions of the discipline code or otherwise fail to satisfy of the classroom or school may be assigned detention. Students who are assigned to teacher detention stay for a teacher for a time and number of days designated by the teacher after school. Students who are assigned to office detention stay after school for a number of days determined by an administrator based upon the seriousness of the offense. For every day that a student is assigned to office detention, he/she will be issued one office demerit.

Office detention is held from 2:25-3:30 PM. Students will be given twenty-four hours notice before serving detention. Detention takes priority over extra-curricular activities and personal plans. In detention, students may read or do homework. Students may not talk, engage in games, or violate any accepted school rule. Students may not refuse to remain after school for discipline. Any student who fails to remain after school for three days will be suspended for one day (Insubordination) and demerits will be issued.

SUSPENSION

Suspension is assigned for those situations where a student has shown by his/her behavior the need to be separated from the rest of the school population. Suspension, which is assigned by the Principal and Assistant Principal, means that a student is sent home or assigned in-school suspension for a specified period of time. According to the severity and nature of the offense, as well as past disciplinary record, suspensions may be one period in length or several days. Students will be provided with academic assignments for the period of suspension. They may be designated as in-school or out-of-school suspensions. During an in-school suspension, the student attends school during regular

school hours, but reports to a room near an administrator's office, where daily work assigned by the teachers will be completed. The student is not allowed to participate in classes or attend any school activity during this time. An out-of-school suspension is served at home, and the student is responsible to get class notes and assignments. A parent conference must be held following a suspension before the student is readmitted to the regular school program. For each day of suspension, a student will be issued three office demerits.

Due Process

All parents of students whose behavior results in suspensions are entitled to:

- 1.) A conference with the Assistant Principal and/or Principal prior to a decision regarding the consequence of suspension.
- 2.) A written report detailing charges and consequences.
- 3.) A reinstatement hearing accompanied by their parents or guardian with the Assistant Principal and/or Principal.

Reinstatement Process

Any students whose behavior results in suspension may be required to comply with the following reinstatement conditions:

- 1.) Complete all work assigned during the suspension period.
- 2.) Follow a modified school schedule.
- 3.) Participate in outside counseling.
- 4.) Participate in a smoking cessation program.
- 5.) Participate in random drug testing.
- 6.) Participate in a related Community Service project.
- 7.) Complete an Alternative Disciplinary Assignment, as described below.

EXPULSION/EXCLUSION*

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:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. 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.
- (e) 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 said 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.

* **Please note:** “Expulsion” means a student’s permanent removal from the school.
“Exclusion” means the removal of a student from school for a specified period of time exceeding 10 days duration.

PROSECUTION

Prosecution by local police could be sought depending on the severity and nature of a violation of the Code of Conduct.

ALTERNATIVE DISCIPLINE ASSIGNMENTS

An alternative discipline assignment may be assigned to a student if it is deemed that it would have greater redeeming quality than the consequence listed in the Code of Conduct. Examples of this are a written or verbal apology, a research paper on the behavioral infraction, requiring a student to repair or replace a broken object personally, or requiring the student to speak to another group regarding the inappropriateness of his or her actions. This alternative discipline assignment may be used for any of the rules listed in the Code of Conduct.

EDUCATIONAL/BEHAVIORAL CONTRACTS

The Administration reserves the right to enter into contractual agreements between student/parent and school, provided such contracts are agreed upon by all parties. Such contracts will address specific educational and/or behavioral issues and, in some extreme cases, may describe adjustments to this Code of Conduct.

APPEAL PROCESS

Students and parents have the right to appeal any disciplinary determination, provided they request such an appeal at an appropriate time and place, and with due respect to the appropriate person or group. As described in the section on “Insubordination,” students may not refuse any reasonable request made by a staff member and must comply at the time of the instruction, because they may later appeal to the teacher or to school administration. The appeal process should begin with the faculty/staff member who initiated the disciplinary action, and can proceed along the following chain of command until all parties are reasonably satisfied:

- i. Teacher/Staff member
- ii. Assistant Principal
- iii. Principal
- iv. Superintendent

The Superintendent shall have the final determination in any appeal of disciplinary action. At any point, the School Counselor may be consulted to provide advice or guidance.

RESPONSIBILITIES AND EXPECTATIONS **FOR STUDENT BEHAVIOR AND PERFORMANCE**

ABSENCE/ATTENDANCE REGULATIONS

ATTENDANCE POLICY

The middle school staff believes strongly in the importance of regular and punctual attendance by all students. Students not only have the responsibility to be in school and in class on time, but they also have the responsibility to attend all classes and assigned activities prepared and equipped to learn.

Excused Absences

A student may not be absent from school except for

- Family bereavement
- Religious holiday
- Medical appointment
- Medical condition or illness
- Legal proceedings

Absence from school for vacation purposes is considered an unexcused absence. We strongly request that every attempt be made to schedule student vacations or family obligations in accordance with the school calendar.

Absence Policy

Each absence requires a dated and signed explanatory note from parent/guardian. Absent notes are due on date of return. If a student has a medical appointment, a note from the medical office should be brought to school. Absence totals exceeding 5 absences per term may result in a warning letter, parent/guardian meeting, and a notification to the School Safety Officer.

Make-up Policy

Should parents keep a child out of school for reasons other than those sanctioned by the state, they are assuming the responsibility of assuring that the student makes up the work. Since assignments are based on material that has been recently taught, work will not be identified until after the child returns. The teachers are not required to provide make-up instruction or tutorials.

It is the responsibility of the student to make up all missed assignments, tests, or quizzes. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work.

If a student is absent for an extended period of time due to illness or injury, it is the responsibility of the parent or guardian to notify the office as soon as possible to request assignments. Any requests for homework may be made on or after the second consecutive day of absence. Requests must be made to the office by 9:00 AM.

Students who are absent for 14 consecutive days due to illness are eligible for tutoring. The school nurse should be contacted in this event.

DISMISSALS

All requests for dismissals must be in writing and given to the homeroom teacher first, and then sent to the main office prior to 8:00 AM. No student will be dismissed without parent/guardian authorization and without being dismissed by a school authority. It is the responsibility of the student to make up all missed assignments, tests, or quizzes. If the student's work is not completed in the allotted time, the student may receive a grade of zero for that work. The student may request work directly in advance of the dismissal.

Students should only be dismissed from school for the following reasons:

- Family bereavement
- Religious holiday
- Medical appointment
- Medical condition or illness
- Legal proceedings

Students may not leave the school building or grounds during the regularly scheduled school day without being dismissed by a proper school authority

CLASS ATTENDANCE

Students may not "skip" a class. You must always attend your class or assigned activity, or obtain the teacher's permission, as indicated by a proper hall pass.

CLASS TARDINESS

Students may not be late to a class or a scheduled activity. Students should consult their schedule sheets to determine how much time has been allotted to pass to their next class.

TARDINESS TO SCHOOL

A student who arrives after 7:35 AM is considered tardy to school. The student must report to the main office to sign in before reporting to homeroom. There will be strict consequences for multiple tardy offenses.

UNEXCUSED ABSENCE – TRUANT FROM SCHOOL

A student is considered truant if he/she is absent from school without parental permission.

MORNING ENTRANCE

1. Students walking or riding to school are to come directly to school and are not to trespass on private property or loiter on streets or areas adjacent to the school.
2. Bicycles must be locked in the bike racks at the owner's risk. All bike riders must register in the main office. They must not create a hazard for automobiles or walking traffic. They must also use the pavement provided for them. All bike riders must wear a safety helmet when riding their bicycles to and from school.
3. ***School Entrance Procedures***
 - **Bird Middle School** Grade 7 and 8 students must enter the building through the patio entrance. Grade 7 students will sit in the auditorium and grade 8 students will sit at the cafeteria tables. Grade 6 students must enter the building through the front entrance. At 7:15, a staff member will escort them to the gymnasium. Students with morning jobs must obtain passes from their teachers. Students will not be allowed to enter the building until 7:15 when teacher supervision is available.
 - **Johnson Middle School** students must wait in the front lobby until 7:15. At 7:15, grade 6 students will report to the gymnasium, grade 7 students will report to the auditorium, and grade 8 students will report to the cafeteria.
4. Students will not be allowed in any undesignated area of the building before school without written permission from a teacher.

AFTERNOON DISMISSAL

1. Upon dismissal from school, all students are to report directly to assigned areas (detentions, after school activities, etc.) or leave the school building and school grounds when they are dismissed over the intercom/bell. Exit from the building is by way of the front door only.

2. Students are expected to go directly home unless parental notification has been made to the school office. Students walking home are to go directly from school and are not to trespass on private property or loiter on streets or areas adjacent to the school. Students must walk on sidewalks and cross streets at crosswalks.
3. Students who remain after school must leave the building upon completion of their meeting. Those waiting for a late bus must report to the designated room or area.
4. Students suspended from school may not return to the building and/or grounds until they have been reinstated following a parent/guardian conference.

ACADEMIC INTEGRITY

Students have the duty to be a responsible and honest person. Honesty about any situation is the most important factor in any decision. Dishonesty and cheating deprive you of your most prized possession: *your good name*.

IT IS EXPECTED THAT STUDENTS WILL:

- Do schoolwork with personal ownership and pride.
- Give credit for quotations, paraphrases, and summaries of another person's ideas.
- When in doubt, document! It's better to give too much credit than too little.
- Clarify with their teacher the difference between editing and rewriting.

IT IS EXPECTED THAT STUDENTS WILL NOT:

- Copy another student's work.
- Give another student their work.
- Cheat or copy on any quiz, test, homework, or other assignment.
- Use another person's ideas or words without giving credit.
The theft of intellectual property is **PLAGIARISM**.
- Permit a friend or relative to make significant changes to their work.
- Forge any note, pass, parent/guardian/staff signature, or other official paperwork.
- Lie to a staff member.
- Tamper with teachers' materials of any kind.

WHEN USING COMPUTERS, IT IS EXPECTED THAT STUDENTS WILL:

- Respect the expensive equipment, valuable software, and irreplaceable student files.
- Accept personal responsibility for the security of their passwords, computer files, and disks.
- Notify their teacher or media personnel if someone uses or alters another student's disks, passwords, or files.
- Not use, alter, copy, read, or even touch another's disk, password, and/or files.
- Not alter the hard drive of any school computer by adding or removing any files or applications.
- Not attempt to or actually download or upload any material.
- Not pirate copyrighted computer software.
- Not share passwords.

Please note that violations of Academic Integrity may also be included in the Acceptable Use Policy found in the Student Handbook.

ATTITUDE, BEHAVIOR, LANGUAGE

Students are expected to be respectful and courteous at all times while you are on school grounds, on the buses, on the way to and from school, and during school related activities. Students are expected to be courteous and respectful to all school personnel when they have any contact with them in school or outside school. Students are to show due respect for staff members and obey directions given to them. Showing disrespect for staff is a serious disregard for school rules and will be subject to disciplinary action.

Rules and Expectations:

- 1.) Students are not to be disruptive with loud talk, vulgar language, disruptive actions, or rudeness. The rule is in effect at all school-sponsored activities
- 2.) Students may not be rude or disrespectful to any fellow student or staff member. This includes lewd behavior (obscene or indecent) or use of profane language/gestures.
- 3.) Behavior deemed to be dangerous will not be tolerated, such as throwing objects, pushing, tripping, running, or pranks.
- 4.) Students may not commit any act, which places the health or safety of the students and staff in jeopardy.

Removal from classroom

1. Removal from classroom will result in one day detention, one demerit
2. A second removal from class on the same day will result in the student not returning to class for the remainder of the school day. The student will also be detained for the equivalent time missed and will be responsible for making up missed work. Parent/guardian will be notified.
3. If a student continues to be removed from class, he/she may be subject to consequences outlined in the *Insubordination* section.

Violation of the rules under “Attitude, Behavior, and Language” **while a substitute teacher is in charge** will result in stricter consequences. A substitute deserves the utmost respect from students, and students must remember that a higher degree of decorum is expected when there is a guest teacher in the classroom.

DISTURBING SCHOOL ATMOSPHERE

Throughout the daily proceedings of the school and at various times during the year, students will find themselves in large groups. These experiences range from passing in large crowds in the hallways and navigating the stairways to gathering for assemblies. It is essential to maintain proper decorum during these times, as danger increases with the challenge of sharing the space with so many other people. Any behavior that distracts from or disrupts the educational mission of the school may result in disciplinary action for disturbing the school atmosphere.

SCHOOL OBLIGATION

Students have many responsibilities in support of their own education, such as completing assignments to the best of their ability, making positive choices, and safeguarding school property. One of the most important responsibilities that students have is to facilitate communication between their home and the school. Whenever a teacher or the school administration asks a student to bring any document or other communication home to a parent/guardian, it is expected that the student will do so on the same day. If the teacher/administration requests a parent signature, it is the student's responsibility to return the signed document as soon as possible and within the allotted time. It is also expected that students will keep school textbooks covered at all times, and will safeguard this school property for use by future students. All such reasonable obligations are the responsibility of the student, who may face disciplinary action for failure to fulfill his/her obligation.

INSUBORDINATION

Insubordination is defined as the failure to comply with /submit to rightful authority. Students may not refuse any reasonable request made to you by a staff member. Students must yield to the authority of their teachers and administration and comply with direct requests for modification of behavior. When a student feels a request or direction is unreasonable or unjustified, he or she is still expected to comply at the time of the direction and may later appeal to the teacher or administration. Failure to comply with a specific instruction of a teacher or administrator may result in disciplinary action.

FALSE ALARMS

Our schools are protected by a variety of safety resources, such as the police, fire, and EMT personnel of the town. A false alarm not only disrupts the school day, but it could also result in injury to students or staff while they evacuate the building, or to safety personnel while they try to eliminate the danger. Most importantly, a false alarm distracts safety personnel from potential emergencies elsewhere.

Fire alarms are located throughout the school buildings to protect the safety of all present on school grounds. Only in the event of a clear and immediate emergency should a fire alarm be pulled. 911 should never be dialed, except by proper school authorities. Fire extinguishers and other safety equipment should never be tampered with. It is the responsibility of all members of the Walpole community not to waste safety resources by filing false alarms.

Any threat made to the school community or building must be taken seriously in order to protect the students and staff. For this reason, anyone who makes a specific threat to harm the student body, staff, or any group thereof, or to damage the school building or grounds, could face prosecution for criminal threat.

BUS REGULATIONS

Riding a school bus is a privilege enjoyed by students who live beyond a reasonable walking distance from school. The safety of all passengers is a major concern of the bus company, school authorities, and parents/guardians. All matter of improper behavior or actions that interfere with the safe conduct of the school bus will be reported, investigated, and acted upon by the school or the bus company. A school bus is an extension of school property and the same Code of Conduct with appropriate consequences will apply for bus misbehavior as it does in school.

Bus Procedures and Rules:

- 1.) No pupil shall prevent another from occupying a seating space.
- 2.) Parents will be held financially responsible for any defacing or damaging of the bus.
- 3.) Pupils will conduct themselves on the bus in a manner, which does not distract the driver and is considerate to all other passengers.
- 4.) Pupils shall refrain from placing any object out of the bus window.
- 5.) For reasons of safety, all articles such as athletic equipment, books, approved musical instruments, etc. must be kept out of the aisles. The following musical instruments are not allowed on buses: drums, tenor sax, baritone sax, baritone horn, cello, and bass clarinet.
- 6.) Do not bring animals, pets, hazardous materials or large objects on the bus. It is the parents' responsibility to arrange other transportation for such matters.
- 7.) The emergency door must be used for emergency only. Students shall not touch safety equipment on the bus.
- 8.) Students are not to leave or enter a school bus until the bus comes to a complete stop and the driver opens the door.
- 9.) After being discharged, at a school bus stop, students should cross the street in front of the bus far enough ahead of the bus so that the driver may adequately observe them.
- 10.) Students must form an orderly line for bus boarding at school.
- 11.) The following are prohibited:
 - a. Smoking and/or the use or possession of drugs;
 - b. Drinking and eating;
 - c. Profanity and obscene language;
 - d. Excessive noise;
 - e. Disturbing other passengers or their possessions in any manner;
 - f. Throwing objects in the bus or out of the windows;
 - g. Climbing over or crawling under seats;
 - h. Weapons of any kind.
- 12.) Do not enter into conversation with the driver while the bus is in motion, but do report any emergency to him/her at once.
- 13.) Be respectful to your driver. He/she has a very important task to perform and needs your help. His/her eyes and ears need to be focused on the road in order to

drive you safely to and from school. The driver shall be considered in authority on the bus.

Please note that these rules also pertain to field trip buses.

Violations of the bus procedures could result in suspension of bus privileges (see Behavior Matrix below). The Walpole School Department, through the Superintendent of Schools or his/her designee, retains the right to suspend the bus privileges of any student for behavior or misconduct that endangers the safety of its students, the driver, the community, or the bus at any time. The Principal will notify parents, bus driver and Central Office of all suspensions in writing. School Administrators, depending on the severity of the offense, may take further disciplinary action.

CAFETERIA REGULATIONS

Students have the privilege of eating lunch in the cafeteria in a relaxed, congenial atmosphere. However, since many others will be using the cafeteria as well, certain behaviors must be observed for the safety of students and the cleanliness of the areas.

Cafeteria Procedures and Rules:

- 1.) Enter the cafeteria in an orderly manner and join the lunch line at the end.
- 2.) There should be no pushing or shoving in the lunch line. You should not cut in front of other students in front of you or give permission for others to cut in front of you.
- 3.) Standing at the tables or in the aisles will not be allowed.
- 4.) Do not throw food or any other object.
- 5.) You must not pop bags, milk cartons, or bottles.
- 6.) Food fights of any kind will not be tolerated.
- 7.) Do not run in the cafeteria or roughhouse with others.
- 8.) You are responsible for cleaning the table, seat, and floor area where you were sitting. All spills, crumbs, litter, etc., must be taken care of by the students sitting at the table.
- 9.) At dismissal for lunch recess, do not leave your table until directed to do so by a teacher.
- 10.) Students may not take food/drink outside the cafeteria. All food/drink must be eaten at a table.
- 11.) Students may not borrow money from any other students.

Please note that consequences for repeated misconduct in the cafeteria may include seat assignment or loss of privileges to eat lunch in the cafeteria.

UNAUTHORIZED AREAS & CORRIDOR/HALLWAY/STAIRCASE POLICY

Students are expected to be in classrooms on time. Traffic moves on the right side of the corridors and stairways. Loitering is not permitted in corridors, staircases, lavatories, etc. Students may not be out of class (or any other assigned location) without a teacher's pass to indicate permission. This includes the lavatories, locker rooms, classrooms without a teacher present, or any other unassigned area. Roughhousing of any kind will not be tolerated in corridors or staircases, as this presents a great risk to the school community.

DRESS CODE

While the middle school accepts the responsibility to provide the means for students to be educated, it is the parent's responsibility to prepare the students to be educated. This includes the decisions about appropriate dress or attire during school hours. Since the primary function of school is educational, not recreation or social, student dress should be appropriate for the school environment and not cause a distraction. To strengthen the link between these responsibilities, and to ensure the well being of the entire student body, basic guidelines of dress have been established and must be followed by all students. Community standards for health, safety, and appropriateness will be enforced.

Administration reserves the right to determine if certain attire is inappropriate in a school building. Inappropriate dress shall be defined, but not limited to, an article of clothing that displays or promotes, in pictures or words, any foul, obscene or offensive language; any tobacco product or the use of tobacco product; any alcoholic product or the use of any alcoholic product; material of a sexual nature whether explicit or implied; any illegal substance or the use of illegal substances; acts of actual or implied violence; or material reasonably likely to cause disruption in a racial, religious, ethnic, or other context.

The following are NOT allowed:

- Hats, Head Coverings (non-religious), Visors, Hoods
- Tank Tops, Halter Tops, Spaghetti Straps, Off-the-Shoulder Tops
- Bare Midriffs, Sheer/See-Through Fabrics, Fitted/Yoga Pants, Low-Waisted Pants
- Slippers, Sunglasses (non-prescription), Wallet Chains/Spiked Bracelets/Belts

Underwear of any kind (boxers, thongs, bras) shall not be visible. The length of shorts, skirts, and dresses must be longer than the fingertips when arms are held down at the side of the body. Clothing must cover the entire abdominal region front and back. Clothing that is too revealing (fitted/tight, low-cut, etc.) may not be worn.

Book bags, backpacks, and jackets are not allowed in classrooms and must be kept in student lockers.

If the health and safety of a student is endangered, or the student's attire or appearance may disrupt the proper order of school, the student will not be permitted to attend class until properly attired. A change of clothing may be delivered to school, but clothing will also be made available so that a minimal amount of class time is missed.

FIELD TRIPS

All students have the right and privilege of attending field trips, which may be curriculum related or extracurricular incentives. However, since a greater degree of responsibility and decorum may be needed beyond what is required while in school, higher expectations are entailed for the inclusion of all students on field trips.

1. Students should have demonstrated reasonable adherence to general school rules to be included in a field trip. If a student's school conduct grade is below a 70, his/her eligibility to attend field trips will be evaluated by the school administration.
2. All students must obtain parental/guardian permission to be part of a field trip.
3. All chaperones are to be considered in authority while on a field trip.
4. Students will follow any "special" rules that may be required for individual field trips.
5. Students will observe all rules required by the site they are visiting.
6. All school rules, as enumerated in the Code of Conduct, will be in effect.
7. All rules that apply to bus behavior are in effect on field trips (see pp. 15-16).

PERSONAL PROPERTY

LOCKERS

Each student will be assigned a locker and padlock to keep personal property and materials related to school life. The care of the locker and lock is the responsibility of the individual to whom they are assigned. Locks must be kept in good working order or a replacement fee will be assessed. The Walpole Middle Schools retain control of these lockers, and locker inspections may be completed periodically by the principal or his/her designee. Items that are not necessary for school or illegal are not allowed in school. Book bags, backpacks, and jackets are not allowed in classrooms and must be kept in student lockers. Students are responsible for the security of their locker, and they should not give lock combinations to anyone. Students are reminded to keep their lockers locked and never to leave valuable in their lockers. The schools are not responsible for items lost/stolen from lockers.

GUM CHEWING

Gum chewing is not allowed at any time during the school day anywhere on school property, during school, or at school-sponsored events. Students should not possess gum on school grounds or at school-sponsored events.

ELECTRONIC DEVICES

From time to time, students need or want to contact their parents/guardians or other folks outside of school. For their safety—as well as all students and staff—it is important that an adult is aware of any communication going out of the school building. Students may ask to use the office phones during the school day. Electronic communication among

students could be distracting, dangerous, disruptive, or detrimental to the academic mission of the school community. Teachers must also be aware of the risk that electronic devices could be used to violate academic integrity (cheating, plagiarizing, etc.). For all these reasons, communication devices (cell phones, beepers, texting devices, etc.), listening/recording devices (iPods/mp3 players, radios, tape recorders, etc.), and other electronic devices (PDAs, personal computers, etc.) may not be powered on during the school day except with specific permission from a staff member. At all other times, these devices must be powered off during the school day or they may be confiscated.

INAPPROPRIATE ITEMS

Any items judged by school administration to be disruptive or dangerous are not permitted to be used in the building or on school grounds. These include, but are not limited to, laser pointers, rubber bands, “wasps,” silly string, caps, water pistols/balloons, noisemakers. Rollerblades, skateboards, Heelys, etc. may not be used/worn within the school building and must be properly stored during school hours. Aerosol/spray devices pose a significant health risk, including deodorants/perfumes which might trigger an allergic reaction or be sprayed on another person. No aerosol or other spray devices may be used at school.

SALE OF ITEMS

Students may not sell anything or solicit funds in school without permission of the principal.

THEFT/DAMAGE

Students may not steal or deliberately damage personal property of others. Students may not open or access another student’s locker, computer files, or other personal property without permission.

FORBIDDEN ITEMS

TOBACCO/TOBACCO PRODUCTS

Students may not use and/or possess any tobacco products in school, on school grounds, school buses, or at any school related activities. Evidence of use or possession, including apparatus or look-alikes, will be treated as possession of forbidden tobacco products. According to the Massachusetts Education Reform Act of 1993 Section 37H, the use of any tobacco products within school buildings or facilities, or on school grounds or buses, by an individual, is prohibited.

MEDICATION

No students should be in possession of any kind of medicine in school without permission of the school nurse. This applies to both prescription and over the counter medicines such as Advil, Tylenol, etc. The school nurse is the only person who may distribute any kind of medicine and only with parent or guardian approval. Students may never pass out any kind of medicine (prescription or over-the-counter) for any reason.

This is for everyone's safety, as there would be no way for amount/dosage to be monitored or allergic reactions to be prevented.

CONTROLLED SUBSTANCES

Students may not possess, sell, transfer, conspire to sell or transfer, or illicitly use drugs, alcohol, inhalants, prescription medications, chemicals or narcotics in school, on school buses, on school property, or at any school-related activity. A student who arrives under the influence of controlled substance will be considered in violation of the illicit use prohibition. Evidence of use or possession of controlled substances, including apparatus or look-alikes, will be treated as possession of controlled substances.

WEAPONS

Students may not bring to school, use, or have in your possession any items which can be considered a weapon or threat/danger to the building. This includes, but is not limited to, firearms, ammunition, paintball guns, pellet guns, knives, smoke/stink bombs, or other incendiary devices, as well as weapon look-alikes. Possession of a dangerous weapon on school property, on school buses, or at any school-sponsored activity is forbidden.

According to the Massachusetts Education Reform Act of 1993, students may be expelled for possession of a dangerous weapon on school property, school buses, or at school events. Pursuant to the law, the incident will be reported, in writing, to the Superintendent of Schools, who shall file copies of the report with the Chief of Police, Department of Social Services, and the School Committee. The student shall be referred to a counseling program. *See pgs. 8-9.*

PHYSICAL OR EMOTIONAL CONTACT; THREATS; BULLYING; HARASSMENT

All students have the right to pursue their education free from assaultive behavior, threats, or intimidation by other students. Any student who engages in assaultive behavior, threats, harassment or intimidation toward another student will be subject to suspension. A student whose safety and learning at school is jeopardized by other students is expected to report the matter to a staff member.

ASSAULTIVE/THREATENING BEHAVIOR

- a.) Fighting is forbidden. Students may not fight, push, trip, or hit another student or staff member.
- b.) Students may not threaten to harm another student, staff member, or another's property. This includes threatening gestures, written or verbal remarks, and actions, as well as electronic communications.
- c.) Students may not ask other students to harass or threaten to hurt another student or staff member.
- d.) Acts of retaliation, whether person-to person, by electronic means, or through third parties will subject the violator to disciplinary and other corrective action.

- e.) Assault of any school staff member is forbidden. According to the Massachusetts Education Reform Act of 1993, a student may be expelled for assaulting a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school related events. *See pgs. 8-9.*

SELF-DEFENSE

Self-defense may be used as a defense in a hearing procedure. However, it is the responsibility of the person claiming self-defense to prove that he/she had no route of escape at the time of the incident and all reasonable precautions were taken. A history of negative relationship is insufficient justification for self-defense in a given situation, and students are reminded of their responsibility to report any harassment or intimidation to proper school authorities for redress.

PERSONAL HARRASSMENT

All members of the Walpole Public School community, both staff and students, are expected to treat each other with dignity and respect and are entitled to be free from any kind of personal harassment or bullying. Bullying in any form or for any reason is absolutely forbidden. No type of harassment will be tolerated, whether related to race, sex, sexual orientation, nationality, language spoken, physical appearance, physical ability and/or mental capacity.

BULLYING is defined as the repeated use of written, verbal, or electronic expressions, physical acts, or gestures, which causes physical or emotional harm, damage to property, or reasonable fear of harm, or otherwise creates a hostile environment at school, infringes a student's rights at school, or disrupts the educational process. This includes (but is not limited to) acts of name-calling, rumor-spreading or gossiping, taunting, threats, cyber-bullying, social exclusion, sexual or suggestive gestures or motions, physical contact, acts of retaliation, etc. *It is important to note that a student's intent does not matter; if another student feels hurt or intimidated by repeated behavior(s), then the behavior may be considered bullying.*

HARRASSMENT is defined as any behavior which is hostile, intimidating, physically and/or mentally harmful and which infringes a person's rights, including sexual harassment and other civil rights violations. *It is important to note that a student's intent does not matter, nor does the reaction of other student; if another person's rights have been infringed by the behavior, then the behavior may be considered harassment.*

Forms of personal harassment can include, but are not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written remarks, gestures, or actions;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing on school or personal property;
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;

- Physical violence, threats of bodily harms, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, websites, or phone calls;
- Conduct that makes the victim feel uncomfortable, intimidates, or physically and/or emotionally hurt, *whether or not the person intended to harass and/or injure the victim.*

A HOSTILE ENVIRONMENT is a situation in which bullying or harassment causes the school environment to be filled with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Refer to the Walpole Public Schools' *Safe Schools Initiative* for more information about bullying and harassment.

HAZING POLICY

Hazing is prohibited in Walpole Schools. Any offender is subject to the General Laws of Massachusetts, Chapter 536 of the Acts of 1985, which prohibits the practice of hazing (see Student Handbook).

SCHOOL PROPERTY

Our Middle School belongs to all of us. We all share a responsibility for keeping the building clean and attractive. Students have the responsibility to respect and protect all school property.

Rules:

1. Students may not purposefully damage or deface any school property.
2. Students may not steal anything that belongs to the school community.
3. Students may not litter or spit on school property.
4. Students are responsible to cover and care for textbooks that are assigned to you. Students are also responsible for the proper care of school equipment assigned for personal use (such as lockers, padlocks, science equipment, sports equipment, etc.)
5. Gum, sunflower seeds, or other littering foods are not permitted on school grounds.

Any purposeful destruction or defacement of school property will be considered **VANDALISM**. This includes, but is not limited to, the school building and grounds, textbooks, classroom furnishings, materials/equipment, and technology/computer equipment, including online school materials.

PUBLIC NOTIFICATION: 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 individual

Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students:

Procedures

- 1) 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 handicapping condition requires a modification. Any modification will be described in the IEP.
- 2) The Principal (or designee) will notify the Local Special Education (SPED) Director of the suspendable offense of a special needs student, and a record will be kept of such notices.
- 3) When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in Section 333 of the Chapter 766 Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either
 - a) Design a modified program for the student or
 - b) Write an amendment to provide for the deliver of special education services during the suspension and any needed modification of the IEP relative to discipline code expectations.

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

Procedures in Brief

- 1) TEAM determines if the student can/cannot meet regular discipline codes and writes this into the IEP.
- 2) Special education administrator provides administrator responsible for discipline with the name of the student who has an IEP and information as to whether the student can/cannot be expected to meet the regular school discipline code.
- 3) If the student commits a suspendable offence, the administrator responsible for discipline notifies the special education administrator who may review the IEP and confer with the administrator responsible for discipline regarding the disciplinary action.
- 4) Both administrators complete necessary record-keeping procedures.
- 5) If suspension will result in exclusion for less than ten cumulative days in a given year, and if the IEP indicates that the student can meet the regular school discipline code, then the special education administrator advises the administrator who is responsible for discipline that the suspension is appropriate.
- 6) If suspension will result in exclusion for more than ten days, and if the IEP indicates that the student can meet the regular school discipline code, the student is suspended. However, a TEAM meeting is convened to review the IEP and to determine alternative special education service delivery during the period of exclusion. Services should be provided after the tenth day.
- 7) If the IEP indicates a modified discipline code for the student, the student will be disciplined in accordance with the provisions of the IEP.

Behavior-Consequence Matrix

Behavior	3 Tardies	5 Tardies	7 or Additional Tardies
Tardiness to School	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention assigned ▪ Parent/guardian notified <p><i>* NB: Consequences will be applied <u>each time</u> 3 tardies are accumulated</i></p>	<ul style="list-style-type: none"> ▪ Letter of notification to parent/guardian 	<ul style="list-style-type: none"> ▪ Parent/guardian may be required to meet with school administration ▪ Referral to School Resource Officer

Behavior	Tier I	Tier II	Tier III
Unexcused Absence from School (Truancy; leaving school without permission)	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention(s) assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Parent/guardian will be required to meet with school administration ▪ May be referred to School Resource Officer ▪ Suspension may be assigned 	<ul style="list-style-type: none"> ▪ Parent/guardian will be required to meet with school administration ▪ Referral to School Resource Officer ▪ Suspension will be assigned
Violations of Attitude, Behavior, or Language Expectations (Disrespect to students or staff; disruptive behavior; rude language; dishonesty; etc.)	<ul style="list-style-type: none"> ▪ Demerit may be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit(s) issued ▪ Detention assigned ▪ Parent/guardian notified ▪ Multiple offenses may be deemed Insubordination (<i>see below</i>) 	<ul style="list-style-type: none"> ▪ Demerits and detention assigned as appropriate ▪ Parent/guardian may be required to meet with school administration ▪ May be referred to School Resource Officer
Violations of Attitude, Behavior, or Language Expectations When a Substitute Teacher is in Charge <i>Refer to pg. 14</i>	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Detention may be assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ 2 detentions assigned ▪ Parent/guardian may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Parent/guardian must accompany student to next 3 classes with a substitute, or student will be suspended from those classes with substitute
Removal from Class for Poor Behavior	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention will be assigned ▪ If a student is removed from classes twice in the same day he/she will remain in office for remainder of school day 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian may be required to meet with school administration

Behavior-Consequence Matrix

Behavior	Tier I	Tier II	Tier III
Cafeteria Misconduct <i>Refer to pg. 17</i>	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Seat may be reassigned to restricted area for up to 1 week 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Seat may be reassigned to restricted area ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension assigned as appropriate ▪ Seat may be reassigned to restricted area
Field Trip Misconduct <i>Refer to pg. 19</i>	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Detention will be assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Parent/guardian required to accompany student on future field trips, or student excluded from participation 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Student will be excluded from participation on future field trips
Bus Misconduct <i>Refer to pgs. 16-17</i>	<ul style="list-style-type: none"> ▪ Demerit(s) and detention assigned as appropriate ▪ Parent/guardian signature required on Bus Conduct Report ▪ May suspend bus privileges up to 5 days 	<ul style="list-style-type: none"> ▪ Suspension of bus privileges for 5 school days ▪ Demerits and detention will be assigned as appropriate ▪ Parent/guardian notified; may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Suspension of bus privileges for at least 5 school days, up to the remainder of school year ▪ Demerits, detention, and/or suspension will be assigned as appropriate
Disturbing School Atmosphere (Misconduct in large groups, such as assemblies, hallways, stairs; disrupting the educational process)	<ul style="list-style-type: none"> ▪ Demerit may be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit(s) issued ▪ Detention assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian may be required to meet with school administration ▪ May be referred to School Resource Officer
Insubordination (Refusing to follow the directions of an adult in the building; removal from class multiple times in one day; etc.)	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerits, detention, and/or suspension will be assigned as appropriate ▪ Parent/guardian will be required to meet with school administration

Behavior-Consequence Matrix

Behavior	Tier I	Tier II	Tier III
Littering/Spitting	<ul style="list-style-type: none"> ▪ Warning 	<ul style="list-style-type: none"> ▪ Demerit issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention assigned
Chewing Gum	<ul style="list-style-type: none"> ▪ Warning ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerits will be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention assigned
Horseplay/ Roughhousing/ Dangerous Play	<ul style="list-style-type: none"> ▪ Demerit may be issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit(s) issued ▪ Detention assigned 	<ul style="list-style-type: none"> ▪ Demerits and detention assigned ▪ Parent/guardian notified; may be required to meet with school administration
Dress Code Violation <i>Refer to pg. 18</i>	<ul style="list-style-type: none"> ▪ Warning ▪ Change of attire required 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Change of attire required ▪ Parent notified 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Change of attire required ▪ Parent/guardian notified
Failure to Fulfill School Obligation (Covering textbooks, returning signed notes, etc.)	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Restitution made in full if applicable 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention assigned ▪ Restitution made if applicable 	<ul style="list-style-type: none"> ▪ Demerits/detention assigned as appropriate ▪ Parent/guardian will be notified ▪ Restitution made if applicable
Violations of Academic Integrity (Cheating, plagiarism, forgery, etc.)	<ul style="list-style-type: none"> ▪ Demerit(s) and detention may be assigned ▪ Parent/guardian notified ▪ Student may receive failing grade on assignment 	<ul style="list-style-type: none"> ▪ Demerits and detention will be assigned ▪ Parent/guardian may be required to meet with school administration ▪ Student may receive failing grade on assignment 	<ul style="list-style-type: none"> ▪ Demerits and detention assigned ▪ Parent/guardian will be required to meet with school administration ▪ Student may receive failing grade on assignment
False Alarm (Fire alarm; false 911 call; school threats; etc.)	<ul style="list-style-type: none"> ▪ Suspension for at least 5 days ▪ Parent/guardian will be required to meet with school administration ▪ Proper school and legal authorities will be notified 	<ul style="list-style-type: none"> ▪ Suspension for at least 5 days ▪ Parent/guardian will be required to meet with school administration ▪ Proper school and legal authorities will be notified ▪ Safety assessment may be required 	

Behavior-Consequence Matrix

Behavior	Tier I	Tier II	Tier III
Unauthorized Area	<ul style="list-style-type: none"> ▪ Demerit issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention will be assigned ▪ Parent/guardian may be notified ▪ Suspension may be assigned
Failure to Report to Teacher	<ul style="list-style-type: none"> ▪ Demerit issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention will be assigned ▪ Parent/guardian may be notified
Tardiness to Class without Pass	<ul style="list-style-type: none"> ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned ▪ Teacher/student conference
Leaving Class without Permission	<ul style="list-style-type: none"> ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned 	<ul style="list-style-type: none"> ▪ Demerit issued ▪ Detention may be assigned ▪ Teacher/student conference
Class Absence without Permission (Skipping class)	<ul style="list-style-type: none"> ▪ 2 demerits issued ▪ Detention assigned ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ 2x demerits issued ▪ Suspension may be assigned for 1 day ▪ Parent/guardian may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Suspension will be assigned for at least 1 day ▪ Parent/guardian required to meet with school administration ▪ May be referred to School Resource Officer
Sale of Items	<ul style="list-style-type: none"> ▪ Student conference ▪ Items will be confiscated and returned to parent/guardian 	<ul style="list-style-type: none"> ▪ Demerit(s)/detention assigned ▪ Parent/guardian will be notified 	<ul style="list-style-type: none"> ▪ Demerit(s)/detention assigned ▪ Parent/guardian will be required to meet with school administration
Theft of, or Damage to Personal Property of Students or Staff	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Detention assigned up to 5 days ▪ Suspension may be assigned ▪ Restitution in full ▪ Parent/guardian notified ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Demerits issued ▪ Suspension 2-5 days ▪ Restitution in full ▪ Referral to school counselor ▪ Parent/guardian conference required ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for 2-5 days; demerits issued ▪ Restitution in full ▪ Continued counseling ▪ Parent/guardian required to meet with school administration ▪ Referral to proper school and legal authorities

Behavior-Consequence Matrix

Behavior	Tier I	Tier II	Tier III
<p>Inappropriate Items (Laser pointer; rubber band; “wasp”; stink bomb; aerosol spray including deodorant and perfume; etc.) <i>Refer to pg. 20</i></p>	<ul style="list-style-type: none"> ▪ Warning ▪ Demerit may be issued ▪ Item(s) will be confiscated 	<ul style="list-style-type: none"> ▪ Demerit(s) and detention may be assigned ▪ Item(s) confiscated ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Demerits and/or detentions will be assigned ▪ Item(s) confiscated ▪ Parent/guardian may be required to meet with school administration
<p>Electronic Devices (Cell phones, cameras, iPods or headphones on a student’s person or visible during school hours, etc.) <i>Refer to pgs. 19-20</i></p>	<ul style="list-style-type: none"> ▪ Item will be confiscated and returned to student at end of the school day ▪ Demerit may be issued 	<ul style="list-style-type: none"> ▪ Item will be confiscated and returned to parent/guardian ▪ Demerit will be issued 	<ul style="list-style-type: none"> ▪ Item confiscated and returned to parent/guardian ▪ Demerit(s) and/or detention assigned as appropriate ▪ Parent/guardian may be required to meet with school administration
<p>Possession of Medication (Prescription or over-the-counter) <i>Refer to pgs. 20-21</i></p>	<ul style="list-style-type: none"> ▪ Medicine will be confiscated ▪ Demerit(s) and/or detention assigned as appropriate ▪ Suspension may be assigned for 1 day, or up to 5 days if distributing ▪ Parent/guardian notified 	<ul style="list-style-type: none"> ▪ Medicine will be confiscated ▪ Demerit(s) and/or detention assigned as appropriate ▪ Suspension may be assigned for 1 day, or up to 5 days if distributing ▪ Parent/guardian may be required to meet with school administration ▪ May be referred to School Resource Officer 	<ul style="list-style-type: none"> ▪ Medicine will be confiscated ▪ Demerit(s) and/or detention assigned as appropriate ▪ Suspension may be assigned for 1 day, or up to 5 days if distributing ▪ Parent/guardian will be required to meet with school administration ▪ Referral to School Resource Officer
<p>Possession or Use of Tobacco Products (including tobacco, tobacco products, residue, apparatus, or look-alikes, etc.) <i>Refer to pg. 20</i></p>	<ul style="list-style-type: none"> ▪ Item(s) will be confiscated ▪ Suspension for 3-5 days ▪ Demerits issued ▪ Parent/guardian notified ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Item(s) will be confiscated ▪ Suspension for 5-10 days; demerits issued ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	

Behavior-Consequence Matrix

Behavior	Tier I	Tier II & III
<p>Possession or Use of Controlled Substances (Marijuana, alcohol, some prescription medications, or look-alikes, etc.) <i>Refer to pg. 21</i></p>	<ul style="list-style-type: none"> ▪ Illegal substance and/or apparatus confiscated ▪ Parent/guardian notified ▪ Suspension for 5-10 days; may face exclusion ▪ Demerits issued ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Illegal substance(s) and/or apparatus confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for 5-10 days; may face exclusion ▪ Additional alternative discipline actions may be assigned ▪ Referral to proper school and legal authorities
<p>Sale or Sharing of Controlled Substances (Marijuana, alcohol, some prescription medications, or look-alikes, etc.) <i>Refer to pg. 21</i></p>	<ul style="list-style-type: none"> ▪ Illegal substance and/or apparatus confiscated ▪ Parent/guardian notified ▪ Suspension for 5-10 days; may face exclusion ▪ Demerits issued ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Illegal substance and/or apparatus confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for 5-10 days; may face exclusion ▪ Additional alternative discipline actions may be assigned ▪ Referral to proper school and legal authorities
<p>Weapon/ Dangerous Items Including Look-Alike Items (Gun, knife, water gun, pellet gun, incendiary devices, or look-alikes, etc.) <i>Refer to pg. 21</i></p>	<ul style="list-style-type: none"> ▪ Item confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for up to 10 days pending Safety Assessment; may face exclusion ▪ Demerits issued ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Item confiscated ▪ Parent/guardian will be required to meet with school administration ▪ Suspension for up to 10 days pending Safety Assessment; may face exclusion ▪ Additional alternative discipline actions may be assigned ▪ Referral to proper school and legal authorities
<p>Assault of a Staff Member</p>	<ul style="list-style-type: none"> ▪ Suspension for up to 10 days; safety assessment may be required; may face exclusion ▪ Demerits issued ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for up to 10 days; safety assessment may be required; may face exclusion ▪ Demerits issued ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities

Behavior-Consequence Matrix

Behavior	Tier I	Tier II	Tier III
<p>Bullying (Repeated behavior—2 or more acts, such as written/verbal/electronic statements, gestures, or acts—that creates a hostile environment at school, including name-calling, taunting, rumor-spreading, threats, or cyberbullying) <i>Refer to pgs. 21-23</i></p>	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Referral to school counselor for discussion of harmful effects of bullying ▪ Parent/guardian notified; may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Continued counseling ▪ Parent/guardian notified; may be required to meet with school administration ▪ May be referred to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension assigned; safety assessment may be required ▪ Demerits issued ▪ Continued counseling ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities
<p>Personal Harassment (Any act of disrespect or intimidation—including a written/verbal/electronic expression, gesture, etc.—that infringes another’s rights, including sexual harassment) <i>Refer to pgs. 21-23</i></p>	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Referral to school counselor ▪ Parent/guardian notified; may be required to meet with school administration 	<ul style="list-style-type: none"> ▪ Demerit(s), detention, and suspension assigned as appropriate ▪ Continued counseling ▪ Parent/guardian notified; may be required to meet with school administration ▪ May be referred to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension assigned; safety assessment may be required ▪ Demerits issued ▪ Continued counseling ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities
<p>Assault/Fighting</p>	<ul style="list-style-type: none"> ▪ Suspension for up to 10 days; demerits issued ▪ Safety assessment may be required ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for 3-10 days; demerits issued ▪ Referral to school counselor; safety assessment may be required ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities 	<ul style="list-style-type: none"> ▪ Suspension for 3-10 days; demerits issued ▪ Continued counseling; safety assessment may be required ▪ Parent/guardian will be required to meet with school administration ▪ Referral to proper school and legal authorities
<p>Vandalism</p>	<ul style="list-style-type: none"> ▪ Restitution or restoration made in full ▪ Suspension for 3-10 days ▪ Referral to proper school and legal authorities 		