

Student Behavior – Code of Conduct-Elementary

An orderly environment in the classroom and in the school as a whole is imperative so that each student may live and learn to his/her full potential. Ideally, discipline is self-directed. We ask students to maintain high standards of courtesy, clean language, honesty and positive relationships with other.

Respect for public and personal property, pride in one's work and achievements within one's ability shall also be expected of all students. As part of maintaining these high standards, we ask all of our students to follow these guidelines which were developed as part of our Lower Dauphin Safe & Supportive Schools initiative:

Guidelines for a Positive School

All students will:

- Be Prepared.
- Be Courteous.
- Be Responsible.

General Guidelines of Discipline

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

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

Student Code of Conduct

(School Board Policy 218)

The School Board of the Lower Dauphin School District shall require each student to adhere to the School Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those

rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school and school-sponsored activities.

Off-site or after-hours conduct may subject students to school discipline if the misconduct violates the Code of Conduct and is connected to the school because the conduct undermines (or may reasonably be expected to undermine) the proper disciplinary authority of the school, the safety of students or staff, or cause disruption within the school. Factors in determining whether school discipline will be imposed may include whether the conduct caused or is reasonably likely to cause disruption to school work or the school community; whether school property or equipment was used; and whether school activities or interactions were involved in the planning, organizing or promoting of the misconduct. Infractions of school rules are organized in four levels ranging from least to most serious. The levels, examples of infractions, procedures followed by the school staff, and possible consequences follow but are not limited to:

LEVEL 1

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

Procedures for Level 1 Misbehavior:

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

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

LEVEL 2

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Examples include: unmodified Level 1 offenses, lying, cheating, misconduct at school activities, flagrant disrespect to school personnel, possession and/or use of inappropriate material.

Procedures for Level 2 Misbehavior

1. The supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option.
2. The supervising staff member informs the building administrator of the incident.
3. Parent notified.
4. The staff member shall maintain a record of offenses and action taken.

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

LEVEL 3

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

Procedures for Level 3 Misbehavior

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

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

LEVEL 4

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

Procedures for Level 4 Misbehavior:

1. Student is immediately removed from class and referred to an administrator for prompt disciplinary action.
2. The administrator consults with the superintendent/ designee to determine the appropriate course of action.
3. Parents are notified and law enforcement officials are contacted. Search conducted if appropriate.