

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT K-12 CODE OF CONDUCT/DISCIPLINE CODE

The Wallingford-Swarthmore School Board has the responsibility and the authority to make reasonable and necessary rules governing the conduct of students in school. Provided by Section 1317 of the *School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils*; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils as their parents/guardians or persons in parental relation with the student when: (a) they are attending school including technical college high schools; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be in the student handbook for each school as well as online. Copies shall be available in each school library and also to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and school administrators shall administer discipline within local, state, and federal statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved Disciplinary Action Schedule for the district's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. The schedule shall be interpreted by the principals and their designees in a manner in which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce reasonable disciplinary action which they find warranted by situations not referenced directly in the disciplinary guidelines below.

**ELEMENTARY CODE OF CONDUCT/DISCIPLINE CODE
GRADES K - 5**

<u><i>Student Conduct</i></u>	<u><i>School Rules</i></u>
<p>In order to provide an effective instructional program, it is the responsibility of this school to provide a safe and orderly school environment.</p> <p>Student conduct is closely related to learning. The elementary school staff is committed to providing students with the strategies they need to become self-directed, lifelong learners and responsible, involved citizens. Please refer to the complete discipline policy for strategies used to help students develop responsible and respectful behavior that promotes a positive learning environment for all.</p>	<p>WALLINGFORD-SWARTHMORE ELEMENTARY STUDENTS SHOW RESPECT. We respect ourselves and others. We respect all living things. We respect our surroundings. We respect property.</p> <ol style="list-style-type: none"> 1. Be where you are supposed to be. Students are not permitted in classrooms without adult supervision. 2. Listen and follow directions. 3. Be respectful, cooperative, and kind to everyone. 4. Use respectful language and appropriate voices. 5. Walk quietly. 6. Keep hands, feet, and objects to yourself. 7. Do not bring weapons of any kind to school. 8. Follow the bus rules at all times. 9. Follow the rules for common areas at all times. 10. Tell an adult when there is a problem you cannot solve.
<u><i>TRANSPORTATION</i></u>	<u><i>BUS RULES</i></u>
<p><u>For the safety of students, the following procedures have been established:</u> The driver is in charge and has authority and responsibility to enforce all rules and regulations over all students while traveling to and from school. Students who fail to abide by rules may be suspended from riding. Students are to ride only on their assigned bus. Exceptions will be made only in dire emergencies and after contacting the school for permission.</p>	<ol style="list-style-type: none"> 1. Wait at bus stop in orderly manner and line up before entry. 2. Be seated upon entering bus and remain seated until time to exit. 3. Open windows only with permission. 4. Hands and objects are to stay within the bus and to yourself. 5. Keep voices in quiet conversational tones. 6. Avoid behavior and conversation distracting to the driver.

Student Misbehaviors and Consequences

Student misbehavior prevents a student from fully contributing to the education process, and also affects the ability of other students to learn. All school staff members are responsible for helping students develop responsibility for their behavior and for supporting an optimal learning environment for all students. As misbehavior increases in frequency or severity, more serious consequences are reflected below. These lists serve as guidelines.

<u><i>Level 1 Misbehaviors</i></u>	<u><i>Possible Consequences</i></u> (Managed by classroom teachers and assistants)
<ul style="list-style-type: none"> • Repeated disruption of classroom activities • Pranks • Teasing (verbal, non-verbal) • Inappropriate Language • Cheating • Social exclusion, rumors • Minor disobedience 	<ul style="list-style-type: none"> ➤ Verbal reminder ➤ Proximity correction ➤ Removal of student from activity ➤ Take a break; Regroup ➤ Time out ➤ Report to classroom teacher (if misbehavior occurs outside of classroom) ➤ Letter of apology ➤ Student completion of problem-solving form (Student writes about the incident; How to correct/prevent in the future) ➤ Student writes about school rules ➤ Separation from peers at unstructured times (including lunch) ➤ Teacher calls parent ➤ Student calls parent

<u>Level 2 Misbehaviors</u>	<u>Possible Consequences</u> (Classroom or Office referral)
<ul style="list-style-type: none"> • Continued Level 1 behaviors • Comments of a racial/religious/sexual nature • Chronic minor disobedience • Blatant disrespect • Failure to respond to classroom consequences • Inappropriate touching (i.e. Private Areas) • Stealing • Repeated disruption of classroom activities 	<ul style="list-style-type: none"> ➤ Loss of special privilege ➤ Student completion of Problem Solving Form ➤ Letter of apology ➤ Teacher calls parent ➤ Student calls parent ➤ Conference (student, parent, teacher, principal) ➤ Separation from peers at unstructured times ➤ Classroom behavior agreement ➤ Behavior plan ➤ Behavior Support Team Referral ➤ After-school detention ➤ Loss of recess*

<u>Level 3 Misbehaviors</u>	<u>Possible Consequences</u> (Classroom or Office referral)
<ul style="list-style-type: none"> • Continued Level 1 and 2 behaviors • Fighting • Harassment/bullying • Chronic defiance/argumentative • Inappropriate touching (i.e. private areas) • Extortion • Vandalism • Repeated disruption of classroom activities • Chronic/blatant use of bad language • Comments of a racial/religious/sexual nature • Overt verbal and non-verbal threats • Stealing • Making/possessing/using weapons • Verbal/physical assault towards staff • Blatant disrespect • Failure to respond to classroom consequences 	<ul style="list-style-type: none"> ➤ Principal notifies parent ➤ Completion of Problem Solving Form ➤ Apology letter ➤ Loss of recess* ➤ Loss of special privilege ➤ Cleaning/repairing vandalized area ➤ Community/school service ➤ Suspension from bus; Parents responsible for transportation ➤ After-school detention ➤ In-school suspension ➤ Out-of-school suspension ➤ Restitution ➤ Police intervention ➤ Behavior/Instructional Support Team Referral ➤ Sanctions required by local law and district policies

*The Wallingford-Swarthmore School District recognizes the importance of recess, and uses the full loss of recess with discretion, most often as a natural consequence for serious or ongoing misconduct that occurs at recess. The restriction, like all discipline, should be employed not as punishment, but rather as an opportunity to teach and to reinforce proper behavior.

**SECONDARY CODE OF CONDUCT/DISCIPLINARY CODE
GRADES 6 - 12**

Group or Level	Examples of Behavior
<p>Level One: Actions which interfere with orderly operation of the classroom or school</p>	<ul style="list-style-type: none"> • Distractive behavior • Classroom and school lateness (less than 4) • Disrespectful speech or action • Dress Code • Failure to follow established procedures (procedures outlined in Code of Conduct for each school) • Failure to report to a teacher's detention (1st offense) • Failure to submit a required note • Hats • Horseplay or hitting (no harm intended or inflicted) • Nuisance Items • Violation of extra-curricular program standards
<p>Level Two: Actions whose frequency or seriousness disrupts the orderly operation of the classroom or school.</p>	<ul style="list-style-type: none"> • Continuation of unmodified Group One misbehavior that does not change after disciplinary action • Academic Integrity Violations • Bullying • Car Visit • Driving Violations • Foul or abusive language • Bullying • Cutting class • Disruptive behavior at social functions, athletic events, or extra-curricular activities • Disruptive behavior on the school bus or on school property • Failure to identify one-self correctly • Insubordination • Defiance of authority • Leaving school or assigned areas without permission • Loitering • Parking Lot Violations • Possession of laser pointers • Possession of matches/lighters • Possession of pornographic material

	<ul style="list-style-type: none"> Possession or use of beeper • Possession/use of stink bombs • Public Display of Affection • School lateness (greater than 4) • Selling unauthorized items • Soliciting money from another student • Throwing objects (including snow balls) • Truancy • Use of cell phone in unauthorized areas • Vandalism • Violation of Acceptable Use Policy (Internet/Network) • Visitors • Vulgarity and Profanity
<p>Level Three: Includes offenses against persons or property or offenses whose consequences may endanger the health or safety of self or others in the school. On occasion, these offenses may result in the intervention of law enforcement officers.</p>	<ul style="list-style-type: none"> • Continuation of unmodified Group Two misbehaviors • Forgery • Gambling/games with exchange of money • Harassment of other persons – including but not limited to: ethnic, racial, religious, and sexual harassment (See Board Policy 248) • Hate Speech • Obscene and/or threatening calls or messages on internet, telephone, written format, or in any other means of communication • Petty theft • Possession or use of tobacco • Removal or attempted removal of an article of clothing from another student • Smoking • Student to student assault/battery/fighting or physical attack (no injury incurred) • Tampering with fire extinguisher • Threat to others • Trespassing • Use of matches, lighter, etc. • Use of laser pointers • Use of straight pins • Vandalism (major)
<p>Level Four: Includes acts resulting in violence to another’s person or property or posing a direct threat to the safety of others in the</p>	<ul style="list-style-type: none"> • Continuation of unmodified Group Three misbehaviors • Arson

<p>school. These acts are clearly criminal and are so serious that they always require administrative action which may result in immediate removal of the student from school and/or action by the Board of School Directors. Group Four misbehaviors shall be reported to law enforcement officials.</p>	<ul style="list-style-type: none"> • Assault/battery or physical attack on any staff member • Bomb threat • Extortion • Furnishing/selling/possession of drugs and or alcohol (See policy 227) • Possession/use/transfer or replicas of weapons as dictated by Policy 218.1 • Security/Alarms • Student to student assault/battery/fighting or physical attack (injury incurred) • Terroristic threats • Theft/possession/sale of stolen property • Use of firecrackers, smoke bombs, etc. • Any other criminal acts committed at school or school related events
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ADMINISTRATIVE ACTION SCHEDULE

The Administrative Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case.

A. Level I

1. Unexcused lateness to school:
 - a. Each of the first three (3) offenses in a semester will be recorded in the student's attendance record.
 - b. Fourth through eighth offenses in a semester will result in detentions.
 - c. Ninth and subsequent lateness in a semester will result in one Saturday School (Note: this will be an administrative detention at the Middle School)
 - d. A new late record will be started each semester (Note: Only at the High School)
2. Unexcused lateness to class:
 - a. One (1) detention will be assigned for each offense.
 - b. Upon recording of the seventh or more lateness in a school year, the student will be assigned one (1) administrative detention.
3. Not reporting to detention:
 - a. Two detentions assigned
 - b. Saturday School Assigned (Note: High School only).
4. Other minor infractions of unacceptable behavior in or on school property:
 - a. Detention
 - b. Up to one (1) day of In School Suspension

B. Level II

1. With the exception of tobacco use, willful fighting or verbal assault, these offenses could result in any of the following actions:

- a. Any appropriate option from Group 1
 - b. Detention
 - c. Parent conference
 - d. In School Suspension
 - e. SAP Referral
 - f. Out of School Suspension
 - g. Possible schedule change
 - h. Removal from class
 - i. Restitution
 - j. Suspension from activities
2. Acceptable Use Policy
 - a. Possible restriction of network access
 - b. Restitution
 - c. Possible referral to local law enforcement
 3. Cutting Saturday School
 - a. One (1) day of In School Suspension and the student must repeat the Saturday School.
 - b. One (1) day of Out of School Suspension and the student must repeat the Saturday School.
 - c. Truancy elimination plan and possible referral to Truancy Court
 4. School Bus Disruption
 - a. Disruptions caused on the school bus may result in the revocation of bus privileges.

The administrator may, if s/he considers a level II offense sufficiently severe or disruptive to the school environment, provide up to a three (3) day external suspension for any Level II offense.

C. Level III

The offenses in this class are of a nature that their commission represents a violation of law and are subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified on all Level III offenses, and may take action in addition to the penalties set forth herein. In addition, the following action will be taken:

1. With the exception of tobacco use, willful fighting or verbal assault, these offenses could result in any of the following actions:
 - a. Any appropriate option from Group 2
 - b. Out of School Suspension
 - c. Possible expulsion from school
2. Tobacco use:
 - a. First Offense – One (1) day of Out of School Suspension, citation, possible attendance at cessation program.
 - b. Second Offense – Two (2) days of Out of School Suspension, citation, possible attendance at cessation program.
 - c. Third Offense – Three (3) days of Out of School Suspension, citation, attendance at cessation program.

3. Fighting
 - a. Each offense will result in a one (1) to ten (10) day out of school suspension and the local law enforcement agency will be notified and could take action in addition to the penalties set forth herein. Possible alternative school placement.
4. Harassment of others
 - a. Harassment of others may result in the following action

Definitions and Special Notes

- A. **Academic Integrity** – The act of cheating or participating in an act of unacceptable behavior in relation to academic expectations, class assignments, curriculum assessments or any material that contributes to a course grade. Academic dishonesty includes, but is not limited to, a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use off or communicating with notes, calculators, computers, textbooks, cell or smart phones, any other electronic or communicating device during an exam or assignment; telling other students what is on a test or quiz or providing specific questions or answers; submitting the same work in two (2) or more courses without permission from the teachers; working with others on a project that was assigned individually; or securing answers in any other dishonest manner.
- B. **Bullying** – is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: (1) Substantial interference with a student’s education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.

Example of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation. Note, mutual “teasing” should not be confused with bullying behavior.

Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, Facebook, SnapChat, Instagram, email, and other social networking sites shall be subject to this policy.

- C. **Defiance of Authority** – refusing to follow a reasonable directive of either a school district professional employee or administrator acting within the scope of his/her authority.
- D. **Disrespect to Peer(s)** –any action meant to intentionally demean or cause offense to a peer, including but not limited to teasing and name calling – oral or written.
- E. **Extortion** – intentionally obtaining or withholding property of another by threatening to: (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.

- F. **Fighting** – an encounter with blows or other physical contact involving two (2) or more students.
- G. **Forgery** – reproducing a parent’s/guardian’s signature, altering school records, other offenses as set forth in the Pennsylvania Crime Code, 18 Pa. C.S.A. § 4104 et seq. as may be amended, or other similar actions.
- H. **Foul and Abusive Language** – use of language that is vulgar, profane, or lewd.
- I. **Harassment** – harassment is defined in accordance with the definitions found in Policy 248. Harassment is either: (1) sexual harassment and/or; (2) harassment based on race, color, religion, national origin/ethnicity, sex, disability, age, or sexual orientation.
- J. **Hate Speech** – any speech that offends, threatens, or insults groups or individuals based on race, color, religion, national origin, sexual orientation, disability, or other traits.
- K. **Hazing** – any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into an affiliation with, or as a condition for continued membership in, any organization operating under sanction of or recognized as an organization (including, but not limited to, clubs, sports teams, musical groups such as marching band and orchestra) by the Wallingford Swarthmore School District. The term shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety for the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.
- L. **Intentional Contact** – intentionally causing contact with another, when such contact is neither invited nor provoked and the purpose of such contact is defiance of authority, harassment, extortion, or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding, pushing, and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects his/her ability to control his/her actions, are not included. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available shall be included.
- M. **Intimidation** – to frighten or make timid another student by threats, bullying, or other aggressive actions or language.
- N. **Major Bus Problems** – those behaviors that are chronic and/or could jeopardize the safety of others.

- O. **Minor Bus Problems** – those behaviors that are not chronic or jeopardize the safety of others.
- P. **Misuse of the Network-Internet** – obtaining access to the Network/Internet intentionally and without proper authorization or misuse of the Network/Internet which can be viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or any violation of local, state or federal laws relating to use of Internet. (Refer to Board Policy 815)
- Q. **Personal Technology Device** – any device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data, not owned by the district. These include, but are not limited to, such devices as laser pointers, telephone pagers/beepers, cellular telephones, handheld computers, laptop computers, calculators, digital musical players, including without limitation, iPods and iPads, MP3 players, and digital and video cameras.
- R. **Physical Assault** – (1) attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causes bodily injury to another with a deadly weapon; (3) attempts by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, “Assault”, of the Pennsylvania Crimes Code (18 Pa. C.S.A. § 2701 et seq; and as may hereafter be amended).
- S. **School Personnel** – any School Board member, school employee, agent, volunteer, contractor, or other person subject to the supervision and control of the district.
- T. **Terroristic Threats** – threatening to do immediate and/or future personal bodily harm to another or others.
- U. **Theft** – withholding property of another permanently or for such an extensive period of time as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make unlikely that the owner will recover it; or any offense prohibited by Chapter 39, “Theft and Related Offenses”, of the Pennsylvania Crime Code (18 Pa. C.S.A § 3901 et seq. and as may hereafter be amended).
- V. **Tobacco Use** – possessing, using and/or selling tobacco in any form, including but not limited to, in or as a lighted or unlighted cigarette, cigar, pipe, snuff, chewing tobacco, smokeless tobacco, electronic cigarettes, and hookah; or possessing or using tobacco use paraphernalia, including but not limited to, lighters, matches or e-cigarettes when used as a mechanism for nicotine delivery.
- W. **Vandalism** – damaging tangible and intangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible and intangible property of another.

X. **Verbal Assault** – verbally addressing a teacher or student with lewd, vulgar or profane language, and in an aggressive or otherwise disrespectful manner.

Y. **Weapons in the School** – weapons and replicas of weapons are forbidden on school property. Weapons shall be any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any tool, instrument or implement capable of inflicting serious bodily injury, including: metal knuckles; straight razors; explosives, noxious, irritating or poisonous gases; poisons; drugs or other items fashioned to use, sell, harm, threaten or harass students, staff members, parents/guardians, patrons or any other person.