

Introduction

Our schools are made up of a community of students and their families, teachers, administrators and other district staff, and visitors. Everyone in our school community has rights (things they are entitled to have, like a positive learning environment) and responsibilities (things they have to do, like being respectful to others). The Code of Conduct outlines the rights and responsibilities for all members of our community, to help ensure that our schools can be a safe, positive, inclusive, and orderly place where every person has the opportunity to succeed.

This kid-friendly version of the district's Code of Conduct has been created for children in the elementary schools. However, this version does not take the place of the complete version found [here](#).

Definitions

- a. **Bullying** means when someone tries to repeatedly frighten or hurt another person. This can be done in person or through technology
- b. **Cyberbullying** means when someone uses the technology to say or act out unkind things about another person.
- c. **Disruptive student** is a student who behaves in a way that makes it hard for other students to learn and hard for the teacher to teach.
- d. **Harassment** means when someone bothers a person so much by using words or actions that are not respectful, that the person on the receiving end of those things has trouble learning or becomes unhappy or hurt.
- e. **Parent** means a mom or dad or any other person who takes care of a child the way a mom or dad does.
- f. **School property** means any part of a school building or its parking lot, or athletic fields or in a school bus.
- g. **Staff** means any person that works at the school.
- h. **Violent student** means a student who hurts or tries to hurt another person, or a student who has any kind of weapon or threatens to use a weapon on school property, or a student who damages school property or the personal property belonging to another person on school property.
- i. **Weapon** means a tool that is used to hurt another person.

Student Rights and Responsibilities

Student Rights - All students have the right to:

- Know what the rules are and what the rules mean.
- Learn in a safe and supportive environment
- Be a part of anything going on at the school.
- Tell their side of the story.

Student Responsibilities - All students have the responsibility to:

- Respect other students and their belongings.
- Respect the teachers and others working in the school.
- Know the rules.
- Try their hardest.
- Ask questions.
- Talk to an adult when you think something is wrong.
- Use good judgment when outside of the school.

Essential Partners

Parents: All parents are expected to:

- Work with the school.
- Help prepare students for each day of school.
- Help students understand the rules of the school.
- Be supportive of what's going on at school.
- Get along with teachers, other parents and other students.
- Talk to teachers or the principal about worries regarding other students.
- Tell the teachers if anything has changed in the student's life.
- Help to give students a good place to study and make sure homework is done.
- Know the rules and be able to explain them.

Staff: All teachers are expected to:

- Know the rules and make sure expectations within a classroom are clear.
- Respect you and help you to be your best.
- Tell someone if they see something wrong.
- Be a good role model.
- Tell parents how students are doing.
- Make sure there are consequences if someone is not following the rules.

Administrators: All Administrators are expected to:

- Make sure school is safe and is a place where kids can learn.
- Make sure everyone can talk to each other and tell each other if there is a problem.
- Make sure the rules are being followed and address any issues.
- Update the rules if needed.

Superintendent: The Superintendent is expected to:

- Make sure school is safe and is a place where kids can learn.
- Make sure students know the rules and students are following the rules.
- Make sure the rules are being followed by all the adults.

Board of Education: The Board of Education is expected to:

- Create the rules and let others know what the rules are.
- Change the rules, if needed.

Student Dress Code

Students and their parents are in charge of making good decisions when it comes to clothing choices and appearance. Students have the right to make their own decisions about what they wear and how they look, so long as the clothes don't display words or images that are dangerous or harmful to others in the community. In addition, students need to:

- Follow any rules that have been set by the state (like wearing masks during a pandemic).
- Ensure that underwear is completely covered with outside layers.
- Not display any images of weapons, alcohol, tobacco, or drugs of any kind.
- Not display inappropriate or hurtful language or images.

Prohibited Student Conduct

The school knows that it needs to make these rules very clear when it comes to students' behavior in school and at any school function, so below is a list of rules that focus on safety and respect. They are extremely important; so if a student does not follow these rules, they will have to accept responsibility and possibly a consequence for that decision, which can range from a trip to the principal's office to not being allowed back at school for a number of days:

Prohibited behavior

- Engaging in disruptive behavior that interferes with safety and learning. Some examples of this include:
 - Using inappropriate language in class or anywhere on school property.
 - Making a lot of loud noise within the school building.
 - Using words or actions that are disrespectful or mean.
 - Lying to the school staff.
 - Doing something that can be physically dangerous to yourself or others.
 - Using equipment in a way that is harmful and could result in breaking the equipment.
 - Using the Internet to look up any inappropriate websites.
- Refusing to listen or refusing to follow the rules. Some examples of this are:
 - Not following the directions of the teachers or any other school administrator.
 - Coming in late to school without a good reason.
 - Leaving school or a school-related trip without permission.
- Engaging in behavior that is violent. Some examples if this include:
 - Hitting, kicking, biting, punching or scratching another student, staff member or anyone else on school property.

- Carrying anything that looks or acts like a weapon or saying you are going to use something that can be made to look or act like a weapon to hurt someone.
- Saying you are going to hurt someone on school property.
- Damaging or destroying someone else's personal property.
- Damaging or destroying school property.
- Engaging in behavior that puts other people's safety or health in danger. Some examples of this include:
 - Stealing property of other students, teachers or anyone else on school property or at a school function.
 - Saying something about a person that is not true and is hurtful.
 - Making another student's personal information known to others when they don't want it to be.
 - Not including others or treating them badly because they have a different color skin, religion, or nationality.
 - Harassment of any student employee or parent (see harassment definition in Section II under Definitions).
 - Bullying, teasing, or name-calling of any student, staff or parent.
 - Scaring another student either physically or with words.
 - Having or sharing materials that are inappropriate.
 - Using technology in an inappropriate way (see the District's technology Acceptable Use Policy (AUP)).
 - Showing any private parts of the body.
 - Pulling the fire alarm, using a fire extinguisher, or calling 911 without a good reason.
- Engaging in prohibited behavior while on a school bus.
 - The bus is part of a school's property, so all of the prohibited behavior listed above applies when students are riding one of the school's buses (field trips, sports, activities etc...)
 - Students must listen to the bus driver and obey all the rules of the bus driver or any other staff member on the bus.
 - Students must also stay seated and keep the aisles clear at all times.
- Engaging in any form of cheating or copying. Some examples of this are:
 - Sneaking notes into a quiz or text.
 - Copying another student's work
 - Copying an author's work (for example using the exact words of an author when doing a project).
 - Helping others to do any of these things.

Reporting Violations

- All students are expected to tell a member of the school staff (teacher, guidance counselor, principal etc..) if any of these rules are broken.

- All district staff who receive information about a student who has broken any of these rules will take action right away and in a fair manner.

Disciplinary Procedures and Penalties

- Consequences are very important when a student makes a mistake that could hurt themselves or somebody else. When a mistake is made, a student will have a chance to better understand why what they did was wrong, and how to try and not make that mistake again.
- The goal of consequences is to help a student not to make the same mistake again by reminding them of how serious it was. If the same mistake is made again and again, the consequence may become even more serious.
- In order to decide how serious a consequence should be, the administration will consider:
 - The student's age and grade.
 - The student's explanation of what happened.
 - The situation where the problem took place.
 - If the student has been disciplined before.
 - Information from teachers, support staff, and parents.

Penalties

- Consequences will vary depending on the situation, but may include any of the following:
 - Being spoken to by a teacher.
 - Being spoken to by the principal or assistant principal.
 - Missing part of or all of a recess.
 - Calling the student's parent(s).
 - Having a student's parent(s) come to school to meet with a teacher, the principal or the assistant principal.
 - Not being allowed back in a classroom for a period of days.
 - Not being allowed back in school for a period of days.

Alternative Instruction

- When a student is not allowed back in class or school for a period of days, they will be given assignments to be completed at home.

Discipline of Students With Disabilities

- All students are expected to follow this Code of Conduct and each situation will be reviewed individually to determine the consequences.

Corporal Punishment and Physical Force

- Corporal punishment is when an adult uses their hands on a student in a way that is meant to scare or punish them.
- Adults in the school are not allowed to use corporal punishment at any time.
- The only times when an adult is allowed to use physical force to control a student's behavior is when:
 - The student is hurting someone else in school.
 - The student is hurting themselves in school.

Student Searches and Interrogations

- If a teacher, nurse, principal or assistant principal has reason to believe that a student has something inappropriate or dangerous in their desk, bag, or cubby/locker, they have the right to search those areas.
- Before searching, the school official will attempt to ask the student if he or she has something they should not have, and to let the student know that they are going to conduct a search.
 - Whenever possible, searches should be done in private with the student and another school employee present.
 - A school worker who searches a student's belongings is responsible for recording detailed information about the search as described in the Code of Conduct.
 - The principal is responsible for holding any dangerous item taken from a student.
 - If necessary, the police may be called.
- If the police question or search a student on school property, a parent must be invited to attend.
- If a school worker thinks that a child is being hurt outside of school, it is their job to protect children from being hurt or not being cared for. The school worker must report their concerns to Child Protective Services who will then look into the problem.