



Mrs. Heather Dos Santos
Principal

DR. EARL F. CALCUTT MIDDLE SCHOOL

Dear Parents and Guardians:

We are pleased to provide you with the Calcutt Middle **School 2014-2015 Code of Student Conduct**. Although this document clearly addresses consequences for behavior that is unacceptable, it also serves as a useful resource that helps all students feel safe and secure every day.

While we hope students look forward to the daily activities of school, order is necessary to promote a climate that encourages student achievement and social responsibility. If we are to be successful in preparing every student for graduation, your support is necessary. Please take the time to review and discuss the importance of the *Code of Student Conduct* with your child or children.

We would like to remind parents that even though students may access social networking sites outside of the school day, using these communication tools in an inappropriate manner can have negative consequences and could impact the instructional setting – especially if unkind words or threats are used with the intent to hurt others. Please remind your child how important it is to refrain from engaging in hurtful words, whether it be through the use of electronic communications or face-to-face. As partners in this effort, we can work together to protect children from harm's way in the real and "virtual" world. We are asking every parent to encourage his/her child to act immediately when aware of any threat intended to cause harm to anyone. The responsible course of action is to immediately alert school officials or the police.

Even though cell phones serve as a primary means of communication, to include accessing social networking sites, using a cell phone in classrooms or other instructional areas during the school day is not permitted as it is disruptive to student learning. Although middle school students have the privilege of possessing a portable communication device while attending school and during certain aspects of the instructional day, the use of these devices is only permitted in areas as designated by administration and by individual teachers for classroom specific lessons. Most importantly, please make note of the consequences all students will face for using a cell phone or any portable communication device during the instructional day in prohibited areas.

We consider each and every parent or guardian a partner of Calcutt Middle School in helping our students achieve their maximum potential in a safe, engaging, inspiring, and challenging learning environment. On behalf of our administrative team, teachers, counselors, and support staff, we thank you for your support and extend our best wishes for a school year that is productive and exciting for your family.

With kindest regards,

Mrs. Heather Dos Santos

Principal

Mrs. Meghan Hollibaugh-Baker

Assistant Principal



Calcutt Middle School Code of Conduct

	Be Respectful <i>Recognize the worth and importance of self and others</i>	Be Responsible <i>Be dependable, trustworthy, and take ownership for your actions</i>	Be Safe <i>Do things that are physically and emotionally safe for self and others</i>
Classrooms	<ul style="list-style-type: none"> • Use appropriate language, tone and volume • Abide by posted classroom expectations • Respect school property 	<ul style="list-style-type: none"> • Be on time • Be prepared with supplies & completed assignments • Allow students to learn, teachers to teach 	<ul style="list-style-type: none"> • Use materials appropriately • Don't throw objects • Keep your hands to yourself
Cafeteria	<ul style="list-style-type: none"> • Keep your place in line • Use table manners • Use appropriate language and volume 	<ul style="list-style-type: none"> • Clean up after yourself • Clean your personal space • Keep all food in cafeteria 	<ul style="list-style-type: none"> • Maintain personal boundaries • Keep your hands to yourself • Do not share or take food from others
Hallways and Stairwells	<ul style="list-style-type: none"> • Be mindful of classes in session • Quietly walk to your destination 	<ul style="list-style-type: none"> • Carry your hall pass • Identify yourself upon request of an adult • When the bell rings, calmly transition to your assigned area 	<ul style="list-style-type: none"> • Walk on the right side • Keep your hands to yourself
Bathrooms	<ul style="list-style-type: none"> • Use proper hygiene • Be considerate of those who follow you • Respect property, equipment and space 	<ul style="list-style-type: none"> • Clean up after yourself • Flush • Report any graffiti or vandalism to your teacher immediately • Place trash in garbage cans 	<ul style="list-style-type: none"> • Be mindful of other's personal space and privacy • Keep your hand to yourself
Outside Areas	<ul style="list-style-type: none"> • Show sportsmanship: • Invite others to participate • Take turns • Show consideration for others around you 	<ul style="list-style-type: none"> • Return equipment • Play fair by following rules • When the bell rings, calmly transition to your assigned area • Inform an adult if you see <i>an unsafe activity</i> 	<ul style="list-style-type: none"> • Stay in designated areas • Keep your hands and feet to yourself • Use appropriate language and volume

Tiers of Behavior Infractions

Tier 1 Infractions (Informal infractions that should be addressed in the classroom)	Tier 2 Infractions (Formal infractions that necessitate a behavior referral form)	Tier 3 Infractions (Formal infractions that necessitate a behavior referral form)
<ul style="list-style-type: none"> • Tardiness, failure to report to class on time, skipping; leaving class without permission • Being in an unassigned area without a pass • Refusing to complete tasks as assigned • Unauthorized use of school property • Stealing (minor offense) • Use of a wireless communication or electronic device without permission or in an unassigned area • Failure to serve a teacher assigned detention/work detail • Classroom disruptions • Improper dress • Obscene or profane language • Verbal harassment • Cheating or plagiarism 	<ul style="list-style-type: none"> • Class Cut (habitual) • Defacement or destruction of school/school property • Disorderly Conduct (habitual) • Stealing (offense that requires a Stolen Property Report) • Violation of Electronics Policy (habitual) • Dress Code Violations/Indecent exposure • Threatening/intimidating staff or another student (includes cyber bullying) • Obscene language/profanity (directed towards staff) • Harassment (sexual, racial, physical, or habitual verbal) • Assault, fighting, bullying • Forgery, Cheating or plagiarism (school-wide, district-wide, or state-wide assessment/task) • Illegal organization – participating in gangs/secret meetings 	<ul style="list-style-type: none"> • Possession, sale, or use of illegal drugs/alcohol • Possession of firearm, weapon, knife, any form of explosive • Malicious or criminal mischief/vandalism • Leading or participating in a riot on school grounds • Bomb threats • Undutiful activation of fire alarm system • Burglary, extortion, theft, or possession of stolen property

Code of Student Conduct Overview

The *Code of Student Conduct* outlines major categories of behavior and states disciplinary actions that may occur as a result of student misconduct.

Parental Responsibility and Involvement: Each parent of a student enrolled at Calcutt Middle School has a duty to assist the school in enforcing the code of student conduct and attendance in order that education may be conducted in an atmosphere which is free of disruption and threat to persons or property.

Faculty/Staff Responsibilities: Teachers handle the major portion of student discipline using their classroom management system. However, teachers may refer a student for misconduct when necessary. Our school's referral system for student discipline incorporates student support services through the following personnel: Restorative Specialists, Guidance Counselors, Social Workers, and the Principal.

Disciplinary Action Levels

The following summarizes the levels of disciplinary action which shall be enforced by school personnel with students who are in violation of school rules, *Code of Student Conduct*.

Level 1 - Verbal Warning/Reprimand

The teacher/staff member will remind the student not to engage in inappropriate behavior or give the student a reminder of the rule.

Level 2 - Conference

Staff members may conduct a conference with the student, parent, or both.

Level 3 - Interventions

Staff members may use one of the following interventions:

- **Referral**—Students may be referred to the student support team or to the restorative team.
- **Written Communication**—A letter, progress report, or other communication, sent to the parent/guardian.
- **Time-out**—Students may temporarily be removed from class.
- **Detention**—Students may be detained for disciplinary reasons before or after school hours.
- **Behavioral Contract**—A written agreement between the student/parent/guardian and school outlining expectations.
- **Restriction**—the temporary denial of the student's right to participate in designated activities.
- **Confiscation**—temporary possession of personal property.
- **Mediation**—A referral that is made to resolve a dispute.

Level 4 – Alternative Suspension

A student may be assigned to the alternative suspension center (ASC) instead of an out-of-school suspension, which is at the discretion of administration. A student assigned to the ASC attends school after traditional school hours and is provided with work by qualified school personnel serving as the school's ASC staff. Students are released from the ASC only after successfully completing all aspects of a re-entry plan devised at the time of their suspension to the ASC and a re-entry conference is scheduled prior to their return to classes as part of

restoration to the learning community. Refusal to attend ASC can result in out-of-school suspension. Students may be assigned to After School Restoration as well:

- **After School Restoration** - A student may be referred to attend an after school restoration for various infractions under the *Code of Student Conduct*. This provides an opportunity for a student to discuss the infraction or conflict in a safe, confidential environment and discuss its solution.

Level 5 - Suspension (Out-of-School 1-3 Days) The Principal, Dean of Students, or his/her designee may suspend a student from school for a period up to three days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. The parent/guardian shall be required to confer with the principal or his/her designee prior to the student's reinstatement.

Level 6 - Suspension (Out-of-School 4-10 Days) The Principal, Dean of Students, or his/her designee may suspend a student from school for one to three days at their discretion, and from four to ten days with approval of the Superintendent, for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. The parent/guardian shall be required to confer with the principal or his/her designee prior to the student's reinstatement.

Due Process

The following establishes the minimum due process procedures to be followed in the detention, suspension, and expulsion of students:

1. The parent and student shall be given written notice (verbal for detention) of the violation.
2. In the case of a dispute, an explanation of the facts as known to school personnel will be provided and the student will have an opportunity to provide a written statement.
3. The student shall be informed of the conditions of the disciplinary action.
4. In the case of a suspension of more than 10 days or the case of an expulsion the family could appeal to the Superintendent and/or Board of Trustees. The parent or guardian of a student or the student, if eighteen years or older, may appeal the decision, as appropriate.

If the principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately.

Prohibited Conduct

Students are subject to the *Code of Student Conduct* while on school property, while engaged in or attending a school activity, or while going to or returning home from school including while at bus stops and while riding the bus. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects the educational environment.

Prohibited conduct is any behavior incompatible with the school environment and good citizenship and includes, but is not limited to, the following:

1. **Attendance:** Tardiness, truancy, excessive absences, skipping, being in an unauthorized area and leaving the classroom, building, or assigned area without permission.

2. **Food/Beverages:** A student will not eat in nor carry food to unauthorized areas of school.
3. **Cheating/Plagiarism:** Students are expected to not engage in academic dishonesty and are required to complete their own work.
4. **Electronic Devices:** Students are prohibited from using electronic devices during instructional and academic periods where permission has not been granted. The school will assume no responsibility for the loss/destruction/damage or theft of any electronics.
5. **Student Dress:** A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Clothing that exposes cleavage, private parts, the midriff, or undergarments are prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low cut pants, low cut neck lines that show cleavage, tube tops, "spaghetti straps," halter tops, backless blouses or blouses with ties in the back, and clothing constructed of see-through materials and head coverings and bandanas unless required for religious or medical purposes. Any article of clothing or accessory which advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related is forbidden. Flip flops, slides, strapless, and open back shoes are prohibited at all times for safety reasons.

School Uniform: Navy blue or khaki pants, shorts, or skirts with red, white, or blue polo shirts are the options for school uniforms. These can be purchased anywhere. School uniforms are mandatory and we expect students to wear our school uniform.

6. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited.
7. **Insubordination:** Failure to comply with direction or instruction of a staff member.
8. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching and learning, and possession of offensive materials such as nude photographs, pornographic videos, etc.
9. **Trespassing:** Students, patrons, and school personnel who are unauthorized to be on school property.
10. **Unauthorized Use of Computer Technology:** Any student who accesses or uses school computers for anything other than school-related material or educational purposes.
11. **Gambling:** A student will not play games of skill or chance for money or property.
12. **Fighting:** Students are not to engage in physical or verbal actions that may cause injury or harm to others.
13. **Defacing/Destroying School or Private Property:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is under the school's jurisdiction. Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property; and graffiti.
14. **Theft/Attempted Theft:** A student will not possess or attempt to possess stolen property.
15. **Tobacco:** Students are prohibited from the use and possession of tobacco products on school property. This prohibition includes all related activities (i.e., bus stops, school bus, extracurricular activities, etc.).
16. **Medications:** Students are not to be in possession of medications (prescribed or over-the-counter) at any time. The school nurse should be contacted if your child requires medication.
17. **Firearms/Look-alike Weapons:** Possession of an instrument or device that resembles a gun or any type of weapon capable of propelling a missile is prohibited. These may

include, but are not limited to, a cap pistol, water pistol, or any look-alike gun. Administration may determine if a look-alike is considered a weapon.

18. **Weapons/Explosives/Fireworks:** A student will not possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury or any object which can be reasonably considered a weapon. Examples of weapons are as follows: bomb, knife/razor blade/box cutter, ammunition, metal knuckles, fireworks, small explosives such as firecrackers, caps, poppers, and stink bombs, the use of any object or substance that will potentially cause harm, irritation, or bodily injury to students or any other person. When a laser pen is used to threaten, intimidate, or injure, it is considered a weapon.
19. **Serious Violations:** A student will not participate in any criminal acts in violation of local, state, or federal laws.
20. **False Fire Alarms/Bomb Threats/911 Calls/Threats Against Persons/Hoaxes:** Activating a fire alarm without cause, making a bomb threat, false threats, oral threats, written threats, and hoaxes. Communicating a threat in writing or electronically (including forwarding a text message containing a threat) or encouraging or soliciting any person to commit such a threat.
21. **Sexual Offenses:** A student will not engage in sexual or immoral behavior such as offensive touching, sexual harassment, indecent exposure, obscene phone calls, inappropriate sexual behavior, or acts of sexual assault or battery.
22. **Harassment or discrimination based on race, color, sex, disability, national origin, ethnicity or religion:** A student will not harass or discriminate against another person based upon that person's race, color, sex, disability, national origin, ethnicity or religion.

After-School Activities

1. Students are subject to conditions of the *Code of Student Conduct* while attending and participating in after school student activities and athletic events. Regulations outlined in the *Code of Student Conduct* apply at all after-school activities (such as athletic events, club meetings, dances, etc.) and the like.
2. Students are not allowed to loiter in concession areas.
3. Students must be seated during athletic activities (when seating is available).
4. Students are expected to leave school grounds at the conclusion of the activity.
5. Students waiting for a ride should meet their ride at the school's designated student drop-off/pick-up location.
6. Parental involvement is encouraged at all school-related activities. If parents are not attending a school-sponsored event, plans should be made to pick up their child at the conclusion of the event.

If the principal or his/her designee determines that the student's presence at any after-school activity creates a continuing danger to persons or property or creates an ongoing threat of disruption, the student may be removed from the activity immediately.

Bullying/Cyber Bullying

In addition to maintaining a safe environment, free of disruptions, it is important for every student and parent to know that Calcutt Middle School is committed to providing an educational atmosphere free from harassment, verbal and non-verbal harassment (example: posturing, gestures, etc.) , intimidation, or bullying. Students who threaten to cause harm or harass others will be referred to the Restorative Team for appropriate disciplinary actions, which may include: suspension and/or recommendation for long-term suspension or expulsion.

Bullying is any repeated negative behavior intended to frighten or cause harm and is not reciprocated by the victim, which may include, but is not limited to verbal or written threats (includes social networking) or physical harm. Should a student be aware of any act of bullying committed by another student that takes place in school, on school property, at a bus stop, on a school bus, or at any school activity, he or she should immediately report this incident to the administration. Students who use social media outlets (Examples: Facebook or Twitter) or text messaging to threaten, intimidate, or cause harm to a peer are subject to school and police disciplinary actions. Videotaping other students, staff or any aspect of the school day in any area and at any time is a direct violation of school policy and the use of electronic devices.

Understanding how emotionally painful bullying can be to a child, Calcutt Middle Schools' staff remain committed to preventing this type of harmful activity during the school day and at school-related activities.

Acceptable Use of Computers: Internet & Email

Calcutt Middle School provides technology in order to promote educational excellence, resource sharing, innovative instruction and communication, and to prepare students to live and work in the 21st century. We are pleased to offer students access to the district computer network for email and internet access. Using these tools to conduct illegal activities or to send, receive, view, or download illegal materials or content that is hurtful or derogatory is strictly prohibited. Any authorized or unauthorized use which disrupts or interferes with the educational process in any manner is prohibited and may result in a recommendation for in school disciplinary actions. Any student who fails to comply may lose system privileges, and students may be disciplined in accordance with the *Code of Student Conduct* or other School Board of Trustees policies governing student discipline. Students may also be the subject of appropriate legal action for violation of these policies or regulations.