

M.S.A.D. #12 Policy
Values and Standards for Ethical and Responsible Behavior
Code of Conduct Procedures

As a school community, we are dedicated to the values of

fairness,
 compassion,
 honesty,
 responsibility,
 respect, and
courtesy

that contribute to a positive, diverse, safe, and caring learning environment. We are committed to ethical and responsible behavior and will provide leadership and demonstrate courage in the face of this challenge.

A person who is **FAIR** in dealing with others

Does:

|Seek to strike a balance between the needs of the individual and the needs of the community
 |Understand the difference between justice and vengeance
 |Treat others the way he/she would like to be treated
 |Exhibit impartial and even-handed treatment of others

Does not:

|Engage in malicious criticism
 |Attempt to further one's own interests at the expense of others
 |Show favoritism
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A person who is **COMPASSIONATE**

Does:

|Treat all people with kindness
 |Possess an ability to empathize with others
 |Lend a helping hand to those in need
 |Seek to understand others

Does not:

|Tease or taunt others
 |Seek to judge others
 |Seek to draw attention to another's shortcoming
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A person who is **HONEST** in all academic endeavors and relationships

Does:

|Seek to speak the truth, respectfully
 |Recognize that trust is an essential component of all relationships
 |Interact with others in a sincere and genuine manner
 |Acknowledge his/her own shortcomings

Does not:

|Seek to steal from others or cheat
 |Plagiarize the work of others
 |Engage in secretive, fraudulent, or manipulative behavior
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A person who is **RESPONSIBLE**

Does:

|Acknowledge making a mistake
 |Answer for personal actions or failures to act
 |Report harmful, hateful, or dangerous behavior to an adult

Does not:

|Rationalize or make excuses for unacceptable behavior or evade the consequences of personal actions
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A person who is **RESPECTFUL** and **COURTEOUS** of self and others

Does:

| Appreciate diversity
 | Tolerate views and beliefs that differ from one's
 | own
 | Support and contribute to a healthy and safe
 | environment
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Does not:

| Participate in activities that have the
 | potential to cause physical or emotional harm
 | Make derogatory statements about another's
 | gender, sexual orientation, ethnicity,
 | socio-economic class, religion, disability,
 | intellect, or appearance
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Ranges of Discipline

Discipline and Behavior Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or class the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance related offenses must be dealt with in accordance with the Board of Education attendance policy.

Behavior-Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or to class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances. All attendance-related offenses must be dealt with in accordance with the Board of Education attendance policy.

I	II	III	IV	V
Staff/Administrative Response	Parent/Guardian Involvement	Reallocation of Student's Time	Exclusion from Normal School Activities	Expulsion
Options	Options	Options	Options	Options
Verbal Reprimand	Phone call to parent/guardian	Detention	Restricted access	(Parent/guardian notification required)
Time-out or out of classroom	Written notification	Campus clean-up	Suspension	(Parent/guardian notification required)
Loss of privileges		Contract room	Recommend for evening school	
Teacher/administrator conference with student	Conference with parent/guardian	In-school suspension	Alternative placement	
Contact with parent	Parent/guardian accompanies student to school/classes	Saturday school	(Parent/guardian notification required)	
		(Parent/guardian notification required)		
Loss of credit for assignment or course may be appropriate in addition to any of the above consequences. Restitution for loss or damage may be requested in addition to any of the above consequences. Where appropriate, law enforcement will be involved.				

Offense	Definition	Range
Absence-Unlawful	An absence for a day or any portion of a day for any reason other than those cited as excused and/or failure to bring a note written by a parent/guardian to verify an excused	I to IV

	absence.	
Alcohol Violation	Possession or use of any alcoholic substance; including possession with intent to sell, give, deliver, or distribute.	IV to V
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	IV to V
Bus Misbehavior	Any violation of school system policy or bus driver rules or policy occurring on a school bus.	I to IV
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I to IV
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet, accessing inappropriate websites, misuse of a website, internet/intranet account or internet/intranet resource.	I to V
Cutting Class	Unexcused absence from a class or school activity.	II to IV
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	II to IV
Destruction of Property/Vandalism	Damage, destruction, or defacement of property belonging to the school or others.	I to IV
Discrimination	Use of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, physical traits, or sexual orientation as a basis for treating another in a negative manner.	II to V
Disrespect Toward Adults	Inappropriate comments or physical gestures to teachers, staff members, or other adults in the school community.	I to IV
Disruption, classroom	Behavior that interferes with the learning of others in any learning environment.	I to IV
Disruption, inciting and/or participating	Behavior disturbing the atmosphere or order.	I to V
Disruption, school	Behavior that interferes with the safe and orderly environment of the school or school activity.	I to IV
Drug Violation	Possession or use of (including possession with the intent to sell, give, deliver, or distribute) any inhalants or other intoxicants, controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alikes, and substances represented as controlled dangerous substances, or drug paraphernalia.	IV to V
Extortion/Strong-arming/Blackmail	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fear, or threat	IV to V
Failure to Serve Assigned Consequences	Failure to serve detention, contract room, Saturday school, suspension, or other assigned consequences.	I to IV
Bomb Threats/False Alarms	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	IV to V
Fighting	A hostile confrontation with physical contact involving two or more students.	III to V
Fireworks or Explosives	Possession, use, and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances, or combination of substances or articles.	IV to V
Forgery	To use, make, or reproduce another's signature for deceptive purposes.	I to IV
Gambling	Wagering money or property.	I to IV
Harassment	A sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.	II to V
Hazing	Intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.	IV to V
Indecent Exposure	Exposure to sight of the private parts of the body in a lewd or indecent manner.	II to V
Insubordination	Refusing to follow reasonable directions of teachers, staff,	III to IV

	and administration, including failure to identify self.	
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.	I to IV
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency procedure card.	III to IV
Pager	Carrying, wearing, or using an unauthorized portable electronic communications device.	II to IV
Physical Attack on Staff	Aggressive action with physical contact directed at school staff while on school grounds or at a school-sponsored event, including a situation where a staff member is intervening in a fight or another disruptive activity.	IV to V
Physical Attack on Students or Others	Aggressive action, with physical contact, directed at another person, student, or non-student on school grounds or at a school-sponsored event.	IV to V
Profanity	Using vulgar or abusive language, cursing, or swearing.	I to IV
Refusal to Obey School Rules	Failure to comply with school rules, regulations, policies, and/or procedures.	I to V
Sexual Activity	Behavior of a sexual nature including consensual sexual activity; possession of pornographic materials.	II to IV
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward others.	II to V
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.	IV to V
Tardiness	Lateness to school or class; tardiness to class of 20 minutes or more equals one class absence; three incidents of unexcused tardiness of less than 20 minutes equals one class absence.	I to IV
Theft	Taking or obtaining property of another without permission or knowledge of the owner.	II to V
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.	IV to V
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to another student.	IV to V
Tobacco Use/Possession	Possession or use of any tobacco or tobacco products, including possession with the intent to sell, give, deliver, or distribute.	III to V
Trespassing	Unauthorized presence on school property including while on a restrictive trespass, suspension, or expulsion.	II to V
Truancy	Unexcused absence without parental knowledge.	III to IV
Uncooperative Behavior	Intentional failure to follow reasonable directions of a staff member or to participate cooperatively in a school or class activity.	I to IV
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way as to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any implement, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.	IV to V

Adopted: August 13, 2002