

Anna Blakiston Day Elementary & Middle School Student Code of Conduct

2022-2023

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General Discipline Policy

The purpose of our discipline policy and behavior program is to afford a schoolwide behavior support plan that promotes appropriate behavior, encourages self-control, and empowers students to take responsibility for their actions. Parents, students, and staff will work together to provide a safe learning environment for all. This collaborative effort can ensure that high standards of discipline are maintained and student achievement will prevail.

A. B. Day's school-wide behavior support program called Positive Behavior Interventions & Support, or PBIS for short. This program emphasizes directly teaching behavioral expectations and rewarding students for meeting those expectations. The primary focus is on positive reinforcement and education instead of negative reinforcement and punishment.

As a PBIS school, we will make every effort to equip and empower students to take responsibility for their own behavior. We do this by providing support and incentives to make positive choices. While we prefer reward over punishment, we recognize that young people will at times make poor choices, and in the spirit of letting them learn from their mistakes in a safe environment, we will administer corrective action when necessary.

School Defined Behavioral Expectations

Listed below are the norms that Anna B. Day Elementary and Middle School students use to govern themselves on campus.

Respectful

Respectful at A. B. Day is defined as being courteous, polite, and civil.

Students can demonstrate respect anywhere on **campus** by entering and exiting spaces with walking feet, following directions the first time they are given, and maintaining arms-length distance for personal space.

Students can demonstrate respect in the **classroom** by adhering to classroom norms, and silencing or surrendering their cell phones.

Students can demonstrate respect in the **cafeteria** by eating their own food and asking before sharing.

Students can demonstrate respect in the **bathroom** by keeping the walls, stalls and floors clean.

Students can demonstrate respect in the **hallway** by allowing classes to proceed uninterrupted when in the hall, and entering classrooms only when invited.

Students can demonstrate respect in the **auditorium** by listening respectfully and only using the right armrest.

Students can demonstrate respect on the **schoolyard** by putting all trash in the trash can and following game rules.

Organized

Organized at A. B. Day is defined as being in the right place at the right time with the right tools.

Students can demonstrate organization anywhere on **campus** by remaining in their assigned area until dismissed.

Students can demonstrate organization in the **classroom** by arriving on time to class, staying in class for the duration of the class, and keeping track of the materials they have for class.

Students can demonstrate organization in the **cafeteria** by getting everything they need the first time through the lunch line.

Students can demonstrate organization in the **bathroom** by using the assigned bathroom, only using unoccupied stalls, and waiting their turn to use the sink.

Students can demonstrate organization in the **hallway** by walking on the right side of the hallway, departing with their class, arriving with their class, and traveling through the hall only when issued a hall pass.

Students can demonstrate organization in the **auditorium** by paying attention during assemblies.

Students can demonstrate organization on the **schoolyard** by returning all equipment to the designated area in a timely fashion.

Accountable

Accountable at A. B. Day is defined as exercising personal responsibility.

Students can demonstrate accountability anywhere on **campus** by keeping their bodies, eyes, and words to themselves.

Students can demonstrate accountability in the **classroom** by preparing their workspaces and supplies before class, actively participating in class discussions and activities, and focusing on doing their work completely and correctly.

Students can demonstrate accountability in the **cafeteria** by cleaning their area, and placing their trash in trash cans.

Students can demonstrate accountability in the **bathroom** by flushing the toilet that they used, washing their hands, and placing their trash in trash cans.

Students can demonstrate accountability in the **hallway** by keeping their heads and eyes to the front, keeping their hands at their sides, going directly to their destinations, and carrying their teacher-issued hall pass

Students can demonstrate accountability on the **schoolyard** by using equipment correctly, taking all of their belongings with them, and collecting all toys and equipment.

Resilient

Resilient at A. B. Day is defined as continuing to press forward, even when things are hard. A. B. Day students and staff use the phrase "keep it pushin' " to express this sentiment.

Students can demonstrate resilience anywhere on **campus** by asking for help when it is needed, getting help from the nearest adult in case of an emergency, de-escalating confrontations, solving problems by using kind words, working through challenges, and reporting problems and vandalism to school staff.

Students can demonstrate resilience in the **classroom** by ignoring distractions to the lesson.

Students can demonstrate resilience in the **cafeteria** by taking initiative in keeping common areas clean.

Students can demonstrate resilience in the **hallway** by remaining with your teacher.

Students can demonstrate resilience in the **auditorium** by remaining quiet while the presenter is presenting.

Students can demonstrate resilience on the **schoolyard** by taking turns, honoring turns, and waiting their turn.

Class I Violations: School-Defined

<u>Class I Progressive Discipline Plan</u>	
First Offense	This violation will result in a conference with the student to discuss alternatives to the misbehavior. The misbehavior will not be documented in a disciplinary referral. The parent will not be contacted.
Second Offense	This violation will not be documented in a disciplinary referral. The parent will be contacted via telephone, text, or third-party platform. The contact will be recorded in the parent contact log.
Third and Subsequent Offenses	This violation will be documented in a disciplinary referral. This violation may result in LOSS OF PRIVILEGES. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral

Dress Code Violation

Appropriate dress and personal appearance at A. B. Day and at school-related activities shall not include any clothing, attire or accessory that by its appearance, arrangement, trademark, fit, or any other attribute, is unsafe; disruptive; unhealthful; obscene; profane; ethnically, racially or sexually degrading; libelous or slanderous; exposing undergarments; provocative or revealing; advocating unlawful behavior or illegal substances; or suggesting or promoting any affiliation with street gangs or other groups that commit unlawful acts. ***Wearing a hood in school is expressly prohibited.***

Technology Violation

Technology violations are defined as the use of technology, such as cell phones, music/video players, laptops/chromebooks, tablets, cameras and/or computers, for purposes that are not instructional. Examples of technology violations include but are not limited to using personal electronic devices during instructional time or transitions, recording or photographing, placing or receiving calls, texts, or messages, and "airdropping" any text, image, audio, or other media.

Cell phone possession is allowed on school grounds. Cell phone use is prohibited in classrooms, restrooms, and school offices. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.

If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment.

The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

Class II Violations: School-Defined

<u>Class II Progressive Discipline Plan</u>	
First Offense	This violation will result in a CONFERENCE WITH STUDENT to discuss alternatives to the misbehavior. The misbehavior will not be documented in a disciplinary referral. The parent will not be contacted.
Second Offense	This violation will not be documented in a disciplinary referral. The parent will be contacted via telephone, text, or third-party platform. The contact will be recorded in the parent contact log.
Third Offense	This violation will be documented in a disciplinary referral. This violation may result in LOSS OF PRIVILEGES or COMMUNITY SERVICE. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral
Fourth Offense	This violation will be documented in a disciplinary referral. This violation may result in TIME OUT/DETENTION(15) or OTHER DISCIPLINARY ACTION administered by the teacher. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Fifth Offense	This violation will be documented in a disciplinary referral. This violation may result in TIME OUT/DETENTION(30) or OTHER DISCIPLINARY ACTION administered by the teacher. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Sixth Offense	This violation will be documented in a disciplinary referral. This violation may result in a CONFERENCE WITH STUDENT administered by climate staff. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Seventh Offense	This violation will be documented in a disciplinary referral. This violation may result in TIME OUT/DETENTION(30) or OTHER DISCIPLINARY ACTION administered by climate staff. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.

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Class II Progressive Discipline Plan (continued)	
Eighth Offense	This violation will be documented in a disciplinary referral. This violation may result in TIME OUT/DETENTION(45) or OTHER DISCIPLINARY ACTION administered by climate staff. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Ninth Offense	This violation will be documented in a disciplinary referral. This violation will result in a CONFERENCE WITH COUNSELOR administered by the guidance counselor. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Tenth Offense	This violation will be documented in a disciplinary referral. This violation may result in TIME OUT/DETENTION(60) or OTHER DISCIPLINARY ACTION administered by climate staff. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Eleventh Offense	This violation will be documented in a disciplinary referral. This violation may result in TIME OUT/DETENTION(120) or OTHER DISCIPLINARY ACTION administered by climate staff. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.
Twelfth and Subsequent Offenses	This violation will be documented in a disciplinary referral. This violation may result in OTHER DISCIPLINARY ACTION administered by the principal(s) or their designee. The parent will be contacted via telephone, text, third-party platform, or letter. The contact will be recorded in the disciplinary referral.

Non-compliance

Non-compliance is defined as ignoring or disobeying instructions or redirection from any school staff members. Examples include but are not limited to intentionally delaying in responding to instructions or redirection from staff members, and outright refusing to comply with an instruction.

Disrespect

Disrespect is defined as behaving in a manner that is rude or dismissive to adults or students. Examples include, but are not limited to unwelcome inappropriate jokes or comments, name-calling, teasing, notes, texts, pictures, gestures, personal attacks or insults, including prejudicial or discriminatory attacks, false or defamatory material about a person or organization, and body language.

Disruption

Disruption is defined as behavior that a reasonable person would view as substantially or repeatedly interfering with a class. Examples include but are not limited to persistently speaking without being recognized, continuing with conversations that distract the teacher or students, making unsolicited noises, sounds, or other utterances, and causing a disturbance outside of a classroom that can disrupt activities inside of a classroom.

Inappropriate Language

Inappropriate language is defined as language that is lewd, vulgar, or inflammatory. Examples include but are not limited to curse (or cuss) words, and words or phrases describing body parts or bodily functions.

Elopement/Skipping

Elopement is defined as leaving class without a hall pass. Skipping is defined as leaving class with a hall pass, but going to an unauthorized destination or taking an excessive amount of time to return to class. **It is the responsibility of the student to ensure they have a hall pass before leaving class.**

Minor Physical Contact

Minor Physical Contact is defined as non-injurious contact that is considered inappropriate for the school community. Examples include but are not limited to play-fighting, horse-playing, rough-housing, "**playing with**," "**messing with**," or "**joking (around) with**" a classmate, or public displays of affection and/or intimacy.

This definition is **not** intended to limit physical contact in organized sporting activities.

Tardy

Tardiness is defined as arriving to class after class has begun or after the transition time has expired. Examples include but are not limited to visiting other classes, teachers, or students during transitions, taking longer than necessary routes to class (resulting in late arrival), and using the restroom during transitions (resulting in late arrival).

Minor Vandalism

Minor vandalism is defined as causing damage to personal or school property that can easily be repaired. Examples include but are not limited to writing on desks, walls, personal belongings of other students, and damaging or defacing bulletin boards.

Corrective Action Descriptions for Class I & II Violations

Anna B. Day Elementary & Middle School will employ various ethical methods to redirect student behavior or correct student misbehavior. The practices used include, but are not limited to, the following:

CS: Community Service

Students will perform an act of restitution in service to the school. Examples include but are not limited to assisting in the cafeteria cleaning procedures, helping with morning arrival, and giving instructional presentations to classmates.

LP: Loss of Privilege

Students lose the opportunity to participate in certain class or school activities or to possess certain items. Examples include but are not limited to forfeiting the right to possess personal electronics, losing any privileged positions, not attending extracurricular events or activities, and having free time (i.e. recess) modified.

CWS: Conference w/student

When a staff member revisits a misbehavior with a student, this is considered a conference. The purpose of this conversation is to reteach the behavioral expectation and reinforce the desired behavior. The staff member will discuss decision making, problem solving, and conflict resolution strategies with the student.

TD: Time out/Detention

Time out (K-3) - Students will have a “cooling off” period in a separate setting from their peers not to exceed the number of minutes equal to their ages (i.e. a 7-year-old would have 7 minutes in Time Out).

Detention (4-8) - Under the direct supervision of the climate team, students will complete academic work and activities in a setting separate from their peers. Students must surrender their cell phones when serving detention.

P: Family/Caregiver Contact

Phone Call - A member of the staff will call the parents/guardians of students to inform them about recent infractions committed by the student.

Electronic communication - A member of the staff will contact the parents/guardians of students to inform them about recent infractions committed by the student via email, text, third-party platform (i.e. Dojo message), or other electronic communication.

Sign & Return - Students will receive a notification letter in a sealed envelope to take to their parents/guardians for review. The parents/guardians will sign and date the letter, indicating that they have reviewed correct behavior expectations with the students.

Parent conferences - Parents will come to the school to meet with staff members in-person to discuss strategies for correcting student behavior.

Home visit - A staff member will visit the home of the student to meet with the parent about recent student misbehavior.

O: Other

Mediation - For infractions that involve conflict between two or more students, a member of the climate staff will call all involved students together to discuss appropriate ways to resolve the conflict. If, at the discretion of the climate staff member, the conflict has been satisfactorily resolved, no further disciplinary action will be taken, provided that (a) there was no physical contact between the students and (b) the conflict was spontaneous in nature.

Counseling - Depending on the nature of the infraction, students may be directed to speak with a school counselor either in addition to or instead of the climate staff.

Formal apologies - When applicable, students will write a formal apology for misbehavior.

Reflective essays - When applicable, students will write a reflective essay about their misbehavior.

Educational videos - When applicable, students will view educational videos to educate them on appropriate behavior.

Temporary schedule change - In those instances where returning students to their regularly assigned classroom could prove to be more problematic than beneficial, the staff may opt to temporarily alter students' schedules to avoid potential conflicts.

Documented Occurrence - The misbehavior has been documented for record-keeping purposes. No further disciplinary action will be taken.

Class III Violations: District Defined

The misbehaviors listed below are defined by the School District of Philadelphia. They are included here for easy reference. For a more detailed description of school district policies and procedures, or to view the school district's progressive discipline plan, please read the School District of Philadelphia Code of Conduct 2022-2023.

Profane or obscene Language or Gestures

Students who curse or use insulting or sexually explicit language/gestures.

Inappropriate Use of an Electronic Device

Students who engage in acts including, but not limited to, sexting (sending sexual images or videos), videotaping fights, videotaping someone in a place where they have an expectation of privacy, or posting content that materially impacts the school community (meaning the conduct has a noticeable or considerable impact). This includes the inappropriate use of Chromebooks or other district devices.

Forgery/Alteration of Grades, Excuse Notes, or School Documents

Students who reproduce the signature of another with the intent to deceive or who alter official school records such as grades, attendance or reports.

Cheating

Students who submit or intend to submit work that is not their own.

Unauthorized Entry into School Property

Students who gain entry to a school building or who allow others into a school building via an unauthorized door or at an unauthorized time, including during Out of School suspension.

Destruction of Property (Totaling less than \$500)

Students who damage or deface school property or the personal property of another school community member.

Destruction of Property (Totaling \$500 or more)

Students who damage or deface school property or the personal property of another school community member.

Theft (Less than \$500)

Students who take school property or the personal property of another school community member.

Theft (More than \$500)

Students who take school property or the personal property of another school community member.

Extortion (Must be by use of threatened force)

Students who obtain money, property, or services from another school community member by expressed or implied threat of force.

Robbery (Must be by use of force)

Students who take or attempt to take the property of another student or school community member by force, threat of force, or by putting the victim in fear.

Mutual Fight

Students who willingly engage in a one-on-one physical altercation.

Mutual Group Fight

Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as aggressors or victims.

Instigation and/or Participation in a Group Assault

Students who instigate or participate in an assault by multiple students on one or more other students. This is a physical confrontation in which participants can clearly be identified as aggressors and victims.

Simple Assault

Students who hit, punch, kick, stab or physically harm a school community member in any way, intentionally and without provocation. This does not include accidental physical contact such as a teacher being struck while breaking up a fight.

Assault Causing Serious Bodily Injury

Students who intentionally engage in an act that causes serious bodily injury to another school community member.

Inappropriate Touch/Exposure

Students who engage in unwanted touching of another school community member either with their own body or with an object or who expose a part of their body to another school community member. Examples may include hugging or other touching that may not be sexual in nature.

Bullying/Cyberbullying

Bullying is repeated intentional conduct (physical, psychological, verbal, nonverbal, written, or electronic) that is directed at another student or students. It could happen in or outside of a school setting, is severe, persistent or pervasive, and has one of the following effects:

- (1) substantially interfere with a student's education
- (2) creates a hostile learning environment, or
- (3) substantially disrupts school operation.

Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful).

Cyberbullying occurs through electronic communication devices including but not limited to social networking, e-mail, messaging, texts, tweets, etc.

Harassment

Students who engage in unwelcome verbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Title IX Sexual Harassment

Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access. This includes any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VA WA).

Hazing

Students who for the purpose of initiating or enhancing a student's membership in an organization causes or forces that student to violate any criminal law, consume a substance that subjects the student to harm, endure physical, mental or sexual brutality or perform any activity that endangers another.

Sexual Misconduct

Students who engage in a consensual sexual act on school property or during school-sponsored activity/event.

Threats/Intimidation

Students who introduce fear or a sense of inferiority in another school community member. This includes threatening to engage in an act that causes harm. Threats can be made verbally, in writing, or with gestures.

Threatening Mass Violence

Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm to member(s) of a school community.

Possession and/or Use of Tobacco or Electronic Smoking Devices

Students who use or possess tobacco or any electronic smoking device on school district property or at school sponsored events. This includes but is not limited to products containing tobacco, electronic cigarettes, cigars, vaping kits, and hookah.

Possession and/or Use of Alcohol and/or Drugs

Students who are found to be in possession or who use alcohol or other drugs on school property or at a school sponsored event. This includes drugs in edible form.

Distribution of Alcohol and/or Drugs

Students who are found to be selling alcohol or drugs. This includes drugs in edible form.

Possession of Incendiary Devices and/or Explosives

Students who are found to be in possession of incendiary devices such as matches, lighters, fireworks, bombs, firecrackers, bombshells and/or other explosives.

Use of Incendiary Devices and/or Explosives

Students who use or activate incendiary devices such as matches, lighters, fireworks, bombs, firecrackers, bombshells and/or other explosives. This may include accidental or intentional fire starting.

Possession/Use of a Weapon

Students who possess any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon. This includes firearms, whether loaded or not, cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchaku, electric shock devices or mace. This does not include toys or ordinary objects such as school supplies that may have been used during an altercation.

Reckless Endangerment

Students who take any action that creates a substantial risk such that serious bodily harm could result to any person. For example, throwing objects across a room or out of a window that could harm another community member.

Gang Affiliation

A student who engages in dangerous activities on behalf of an identified gang to commit disruptive or illegal acts within the school.

Corrective Actions for District Defined Infractions

The corrective actions listed below are designated by the School District of Philadelphia. They are included here for easy reference. For a more detailed description of school district policies and procedures, please read the School District of Philadelphia Code of Conduct 2022-2023.

02 - Community service

03 - Conference w/Parent or Guardian

04 - Detention

05 - In-school suspension

06 - Loss of privilege

07 - Mediation

08 - Out-of-school suspension

09 - Peer mediation

10 - Referral for disciplinary transfer

11 - Referral to incident control unit

12 - Referral to tier 2 team

13 - Referral to youth court

14 - Reflection essay

15 - Reflection room

16 - Restorative conference with student

17 - Referral to counselor