



CODE OF STUDENT CONDUCT

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 in Manor House School has a duty to assist the school in enforcing the standards 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, and which is supportive of individual rights. Parents must pay all fees and charges levied against his/her child by Manor House School, including costs associated with damage to or loss of books and other school property.

Faculty/Staff Responsibilities: Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for misconduct when the situation warrants. The Principal and Assistant Principal are responsible for addressing the student's behavior after the teacher referral.

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 or *Code of Student Conduct*.

Level 1 - Verbal Warning/Reprimand

The teacher/staff member will tell/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 - Intervention

Manor House School uses a system of **Behavior Points** (demerits) for students who participate in any **Prohibited Conduct** (listed below). Behavior Points are given on the discretion of Teachers or Administration. Behavior Points are used for any prohibited behavior in class, outside class, and include tardiness for school and improper uniform. The Behavior Points System goes as follows:

Every 20 points = 1 Suspension

After 3 Suspensions (60 points) = **Final Warning Letter**

4th Suspension = **Expulsion**

Level 4 – 1st Suspension (In-School 1-3 Days)

A student may be given in-school suspension (ISS) for up to three days. In ISS, a student is assigned to a classroom for the day and given work to do by qualified school personnel. Students are released from ISS only after successfully completing such work. Parents will receive a suspension letter from the school, which will be sent with the student.

Level 5 – 2nd Suspension (Out-of-School 2-5 Days) (OSS)

The Principal or Assistant Principal may suspend a student from school for a period up to five days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. The parent/guardian shall be required to conference with the Principal prior to the student's reinstatement.

Level 6 – 3rd Suspension (Out-of-School 6-10 Days) (OSS)

The Principal or Assistant Principal may suspend a student from school for six to ten days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. The parent/guardian shall be required to conference with the Principal prior to the student's reinstatement. After the 3rd Suspension, the parents will receive a Final Warning letter from the school clarifying that the student will have one more suspension (20 points) before being expelled permanently from the school.

Any student who is under OSS and also enrolled in a work cooperative program and/or extracurricular activities shall be restricted and/or excluded as a participant or spectator from extracurricular activities until reinstated in his/her school.

Level 7 - Expulsion

A student can be expelled only by action of the Principal and the Assistant Principal. Expulsion occurs after 4 suspensions. There is no right of appeal from this decision.



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 school discipline.

Students may be suspended or expelled from attendance at school for sufficient cause. 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. **Food/Beverages:** A student will not eat in or carry food to upstairs classrooms.
2. **Cheating/Plagiarism:** Students are expected to perform honestly through the production of their own work.
3. **Inappropriate Property:** The unauthorized possession or use of any type of electronic or mechanical device, etc., which distracts or impedes the educational process is prohibited. This includes pagers, CB radios, walkie talkies, cellular phones, laser pens, boom boxes, walkmans, game boys, portable DVD players, lighters, etc. Privileges will be revoked for a first offense and the device will be confiscated. Parents/Guardians must contact the school to make arrangements to pick up the device.
4. **Student Dress:** A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Proper student uniform must be worn at all times. Failure to do so will result in behavior points.
5. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited.

6. **Disrespectful Behavior:** A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are: walking away, talking back, refusing to identify self properly, rude behavior, and challenging authority.
7. **Insubordination:** A student will obey the directions of any staff member. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in school activities, and refusal to report to in-school suspension (ISS).
8. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning is prohibited.
9. **Unauthorized use of Computer Technology:** Unauthorized or illegal use of computers, software, computer networks, telecommunication and related technologies, or involvement in willful acts that cause physical, financial, or other harm, or which disrupts information technology is prohibited and may result in a student's recommendation for long-term suspension or expulsion.
10. **Bus Discipline:** Riding a school bus, for whatever purpose, is a privilege. Students who do not behave at the bus stop or on the school bus may have the privilege of riding revoked for a specified time or permanently.
11. **Gambling:** A student will not play games of skill or chance for money or property or be present at the scene of gambling.
12. **Fighting:** Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, physical abuse, and bullying (repeated negative behavior that targets a specific victim.) A student, who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting as well. Any form of physical joking is also prohibited.
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 in school. A student or parent/guardian will be held financially responsible for willful or malicious destruction of school property. Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property; and graffiti, willful destruction of public or private property.
14. **Theft/Attempted Theft:** A student will not steal 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,
16. **Medication:** Students are not allowed to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the clinic and will be administered by a parent/guardian or designated adult per guidelines in accordance with school policy. Medications needed during field trips are likewise handled through the clinic.
17. **Weapons/Explosives/Fireworks:** A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury. Students shall not possess, distribute, discharge, or participate in the discharge of fireworks or similar items. Examples of weapons and fireworks and other substances are as follows: knife/razor blade/box cutter, ammunition, fireworks, small explosives such as firecrackers, caps, 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.
18. **False Fire Alarms/Threats against Persons/Hoaxes:** Activating a fire alarm or extinguisher without cause, making a bomb threat, false threats, oral threats, written threats, and hoaxes against personnel or school property, or encouraging any person to commit such a threat.
19. **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,