

## CODE OF CONDUCT

Education in the School District of Whitefish Bay is a cooperative effort involving teachers, students, and families. Students are expected to demonstrate respect for people, property, and the learning environment, show kindness and courtesy to others by treating them with dignity, be in class on time ready to learn, and demonstrate effort by listening carefully and following instructions.

Students who disrupt classes, distract their peers, or create danger to anyone, undermine their own education and that of others. WFBMS teachers have established age appropriate classroom rules to address unruly behavior that inhibits learning or interferes with their ability to teach effectively. As the School Board believes that the most effective discipline takes place in the classroom at the time the incident occurs, the School Board will allow students to be removed from classrooms if, through improper conduct, they violate classroom rules, disrupt classes, or distract classmates. Options such as detention, revocation of student privileges, parental contact or other appropriate measures are available to teachers. In extreme or repeated cases, the teacher is expected to turn to the school-building administrators for assistance.

Classroom defined consequences as set forth in the following School Board policies: Computer network and Internet Guidelines 363.2; and Truancy Plan 432 (Rule 2) – Parent notification and possible removal from class as determined by the teacher. In addition to classroom and district consequences, disruptive or unruly behaviors may result in a time out, a short-term removal, or a long-term removal from the classroom. These behaviors include, but are not limited to the following: inappropriate distracting noises; use of vulgar or abusive language; harassment; inappropriate touching; talking out of turn; insubordination; defiance and disrespect of the teacher manifest in words; gestures or other overt behaviors; repeated tardies to class; network violations; cheating/plagiarism; extended truancy from class; and other behavior likely or intended to sabotage or undermine instruction and learning.

### **Procedure for Removing a Student from a Class Activity or the Classroom**

- **Time out from class activity** - The School District of Whitefish Bay recognizes that a student may impulsively create an inappropriate distraction in the classroom that does not require outside intervention. It is the teacher's discretion to temporarily remove the student from a classroom activity for a short period of time in a "time out." The student will remain within sight and supervision of the teacher. A repeated need for a "time out" for a single student can lead to a short or long-term removal from class. When the teacher believes the behavior is part of a sequence of unacceptable behaviors, or the behavior is sufficiently unacceptable, the teacher will notify the parent of the repeated need for a "time out" by phone or in writing within twenty-four (24) hours.
- **Short-term removal from the classroom** - A teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. Short-term removal may incur other disciplinary actions as determined by the building administrator. A short-term removal from the classroom generally extends over the duration of the class period or the activity.

### **Should removal be appropriate, the teacher will:**

- Send the student to the office and notify the office personnel by phone that he/she is on the way.
- Notify the building administrator or designee immediately of reason(s) for removal from class (telephone or note sent with another student, teacher, or aide).
- Meet with the student and principal.
- Submit stated reason(s) for the removal to the building administrator or designee in writing within 24 hours of removal.

### **The building administrator or designee will:**

- Speak to the student to give an opportunity to explain the situation.
- Review IEP behavioral intervention plan if student has a disability.
- Determine if additional disciplinary actions are appropriate, such as but not limited to detention, suspension, and/or service work.
- Notify the parent by telephone or in writing of the removal from class and the consequences. (Normally such notification will take place before the end of the school date, but shall occur within 24 hours of the written notification by the teacher.)
- Maintain a written log of attempts to notify parents.
- Maintain a written log of the removal from class and disciplinary actions taken.
- Provide supervision for the student while removed from class.

**A student may be removed from the classroom for conduct or behavior that is in violation of School Board policies regarding suspension or expulsion.** School Board policies regarding suspension or expulsion are set forth as follows: Student suspension 447.3; Student Expulsion 447.4; and Student Expulsion Procedures 447.4. A teacher's decision to

remove a student from class does not necessarily mean the student will be suspended from school. Decisions regarding suspension are made by the building administrator. Recommendations for expulsion are made by the district's central administration.

**Violation of School Board policies regarding dangerous acts: Actions that pose a danger to self or others will result in immediate removal from the classroom and parent notification.** Dangerous behaviors are addressed in the following School Board policies: Weapons 4443.6; Alcohol, Tobacco and Drug Use 443.4; Prohibition of the Use of Tobacco Products on School District Premises 832; and Vandalism, Burglary Theft 731.1. Weapons as described in School Board policy: Throwing dangerous objects, fighting, use of alcohol or other drugs, dangerous use of equipment or supplies, vandalism.

#### **Consequences:**

**Detentions** - A student may be given detentions by a staff member for non-compliance with expectations or school rules. Detentions must be served within three days of issue or the student will be given an in-school suspension.

**Suspension:** A student may be suspended for non-compliance with school rules or conduct by the student while at school or under the supervision of a school authority, which endangers the property, health or safety of others. A suspension may not exceed five days and a student is entitled to the process. Incidents involving violence or physical intimidation, personal use of a controlled substance, sexual contact/harassment, and profanity towards a staff member will automatically result in suspension.

**In-School Suspension** - A student may be given an in-school suspension for non-compliance with school rules. In-school suspensions are used primarily for students who fail to serve detentions.

**Pre-Expulsion** - Incidents which would lead to the student's second suspension due to violence or physical intimidation, personal use of a controlled substance, sexual contact/harassment, profanity towards a staff member, and/or chronic/incorrigible behavior which has previously led to two suspensions will cause a pre-expulsion hearing to be held to discuss the student's educational future in Whitefish Bay Middle School.

**Recommendation for Expulsion** - Incidents which involve vicious assault of another person, selling of drugs or alcohol while under school supervision, use of a weapon to harm or intimidate another person or school property, placing other persons in extreme danger, and/or behavior which is legally categorized as a felony will cause a major suspension (5 school days) and a recommendation of expulsion. Due process procedures in conjunction with the School Board policy and the Wisconsin State Statutes on expulsion will be adhered to.

**Expulsion** - The School Board may expel a student from school when it finds:

- The student guilty of repeated refusal or neglect to obey school rules or regulations.
- The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives.
- The student engaged in conduct while at school or under the supervision of a school authority that endangered the property, health or safety of others.
- The student while not at school or under the supervision of a school authority engaged in conduct that endangered the property, health and safety of others at school or under the supervision of a school authority.
- The student violated the district's policy of harassment.

#### **Recommendation for alternative educational programs:**

- Referral for hospitalization, rehabilitation, etc.
- Referral to alternative schools, or programs to address behavior, attendance, or social problems
- Referral for individual tutoring
- Working in conjunction with referral or social service agencies
- Alternative curriculum modification or programming
- To prevent dropping/or expulsion from school
- Withdrawal from school with parent permission

#### **Causes for Disciplinary Action / School Policies**

**Use of tobacco and alcohol and other drugs** - Smoking, use or possession of tobacco, alcohol or drugs in any form are prohibited on school grounds and at all school events. "Use" includes consumption away from school that is evident while the student is in school or at a school event. Students violating these regulations will be subject to suspension from school and/or other disciplinary action. Subject to restriction in extra-curricular activities as stipulated in the extra-curricular eligibility standards.

**Bus Suspension** - Upon a student's third referral from the bus company for inappropriate behavior, he/she will receive a temporary bus suspension, unless misbehavior prior to the third occurrence is of such significance that it warrants immediate suspension. Subsequent misbehavior after the first suspension may result in additional suspensions.

**Academic Dishonesty** - All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violation of these principles will result in penalties that will be determined by the specific circumstances and may range from reduction of a grade on a given assignment to failure for the semester. Work submitted under a student's name must be his/her own independent effort unless credit is given for resource assistance. Students adhering to academic honesty do not engage in cheating (deliberately giving or receiving improper assistance on assignments or tests) or plagiarism (using the words, work or ideas of another without giving credit). It is essential that each teacher specify carefully at the beginning of the course his or her position on cheating, plagiarism, etc., with resulting penalties. The due process procedures of behavioral discipline apply to academic discipline to include student-teacher conferencing, parent notification, and opportunity to appeal to the Principal.

**Vandalism** - Damages resulting from destruction or defacement of school property, whether willful or accidental, are to be compensated by the students responsible. Students who participate in acts of vandalism at Whitefish Bay Middle School or other schools while under supervision of WFBMS will suffer loss of privileges, will pay for restoration of property and may be suspended or expelled from school.

**Pranks/Illegal Building Entry** - Students involved in pranks and/or illegal entry will be referred to the police and will also be subject to school disciplinary action. Acts by students that disrupt the school day, hold the potential to cause harm to the school, its grounds, staff or students or waste district resources will be dealt with via consequences ranging from suspension to expulsions. Additionally, 8<sup>th</sup> graders engaging in such acts will not be allowed to participate in 8<sup>th</sup> grade activities, including the promotion ceremony.

**False Fire Alarms**- Students who are involved in sounding a false alarm will be referred to the police and will face suspension from school. Repeated violations could result in expulsion. Instructional time lost due to false fire alarms will be added to the remaining hours of the school day and school dismissal will be appropriately adjusted.

**Corridor Behavior** - Students are to move quickly, without running, to their classes. They are to refrain from shouting or using abusive or vulgar language. Eating is not permitted in the corridors, lobbies, or other general assembly areas of the building, except during the lunch period.

**Language** - How people use language reflects their attitudes toward one another as well as their views of the institution. Students are to observe propriety in their use of language throughout the school, which means during the school day as well as at school events. Demeaning, vulgar, profane, and abusive language will not be tolerated and will be actively monitored by staff.

**Littering** - Littering in any form, both inside and on the grounds, will not be tolerated.

**Harassment** - No person shall be subject to harassment on the basis of sex, race, color, religion, natural origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental, or emotional disability to any other basis protected by state or federal law. Harassment may include, but is not limited to, the following:

- Verbal harassment including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
- Physical harassment, including patting, pinching, or intentional brushing against another's body.
- Physical interference with movement, activities or work.
- Visual harassment, including derogatory cartoons, drawings or posters.
- Demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats.

In case of a student harassing another student, the discipline to the student may range from a warning to expulsion from school, depending on the acts. In the case of other violations of the policy, appropriate action will be determined following the investigation process.

**Skateboards/Inline Skates** - These are not allowed on school grounds.

**Dress Code** - At Whitefish Bay Middle School, any article of clothing, accessory, hairstyle or makeup which is determined by the administration to interfere with the educational process is prohibited, including, but not limited to, expressions which are obscene, profane, representing illegal behavior, demeaning to race, religion, sex, ethnicity or advocating an unhealthy lifestyle, such as drug use. Also, midriff tops and tank tops with oversize holes or spaghetti straps, short shorts, or any other clothing that is revealing or disruptive to the learning environment are not appropriate for school wear. Pants must be worn at the waist with no display of undergarments. Headgear, of any kind, is not to be worn in the school building. Coats and jackets are not to be worn in the classrooms.

**Electronic Devices** - It is understood that students may, while walking to school or riding the bus, wear headphones or use personal electronics. However, all personal electronic devices (headphones, cell phones) must be removed upon entering the building and placed in the student's personal locker.

**Locks/Lockers** - All students will be assigned a locker for the school year. Students are required to purchase a school lock for their locker. Lockers must be locked at all times.

**Purses / Backpacks** - For safety reasons, students are not permitted to bring purses or backpacks into the classroom. These items, if used, must be secured in the locker upon arrival to school.

**Telephone Use and Messages to Students** - A school office is a busy place. Please limit the request to deliver messages to students. Students will not be interrupted during class time unless there is an emergency.

**Visitor Policy** - Whitefish Bay Middle School, in its desire to maintain a safe and orderly environment, does not permit current students to bring visitors during the school day.

### **Medication**

- It is the policy of the Shorewood/Whitefish Bay Health Department, and the Whitefish Bay School District, along with the recommendation of the State Department of Public Instruction, that any and all medications that must be taken at school are to be administered by the school health aide when there is one in attendance.
- It will be acceptable to send prescription and non-prescription medication with a student to the Health Clinic. The parent/guardian **must** call the school Health Clinic about the medication being sent and the **number** of pills/medication sent. The prescription medication bottle must be labeled with: (1) name and phone number of the pharmacy, (2) student's name, (3) name of physician, (4) name of drug-frequency and the dose to be given. The student must take the medication to the Clinic at the beginning of the day. Non-prescription medications such as Tylenol and Advil, must be received in the bottle they were purchased. A signed form is required from the parent authorizing the health aide to give this medication; and also, giving permission to contact the physician directly if more knowledge is needed to exercise prudent judgment for the safety and protection of the student on medication. This form can be obtained in the Clinic.
- An asthmatic student may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority. The student must have the written approval of the student's physician, the written approval of the student's parent/guardian on a special form that can be obtained in the Clinic.