

HANCOCK ELEMENTARY SCHOOL

CODE OF CONDUCT POLICY

**for
Students, Parents and Staff**

December 2010

Message from the Principal

This Code of Conduct Policy was prepared and adopted so that students, parents, and staff understand behavioral expectations for all students in order for the faculty and staff to provide maximum time for learning. We ask that all students, parents, and staff review the contents of this Code of Conduct Policy and sign-off that such review has taken place.

If you have any questions, please contact the principal.

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Hancock School's Mission Statement

The Hancock School community will work together to create a positive, safe, and diverse educational climate that reflects our school's character education philosophy. We will strive to foster a stimulating, student-centered learning environment based on mutual respect and appreciation for self, others and property. We will incorporate multi-learning modalities, critical thinking and decision-making skills into our curriculum to prepare our students for an ever-changing world and, to provide opportunities for individual growth. We will facilitate on-going communication to nurture a partnership between school, home and community to best support our students and our school goals.

Hancock School's Core Values

To implement the Mission Statement, the faculty and staff will:

- Model character traits, and specifically respect, from hallways to community
- Encourage independent learning and active participation of students
- Incorporate multi-modalities, critical thinking and decision making skills into our curriculum to prepare our students for an ever changing world
- Provide opportunities for student's individual growth
- Implement multi-sensory lessons using current research methods and materials
- Involve students, staff and parents in the decision making process
- Incorporate student feedback, opinion and ideas into academic and behavioral expectations and, consequences
- Work together as a community to focus on student learning, student development, and student success.

Code of Conduct

I. Introduction

The Hancock School is committed to providing a safe and orderly school environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other school personnel, parents and other visitors is essential to achieving this goal.

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. Student Rights and Responsibilities

A. Student Rights

The school is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all school students have the right to:

1. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary action in connection with the imposition of the consequences.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All school students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with and abide by all school policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the school when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

III. Essential Partners

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly, on time, and all absences are excused.
4. Insist their children be dressed and groomed in a manner consistent with the student dress code.

5. Help their children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.
6. Be courteous in speech and actions and refrain from the use of profanity.
7. Refrain from the use of physical contact or force with school personnel or students.
8. Know and follow school rules and help their children understand them.
9. Convey to their children a supportive attitude toward education and the school.
10. Build good relationships with teachers, other parents and their children's friends.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.
14. Review the section on bullying with their child(ren).

B. Teachers

All school teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know and follow school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents, preferably in writing:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate proactively with students, parents and other teachers concerning growth, achievement and behavior.
7. Be courteous in speech and actions and refrain from the use of profanity.
8. Refrain from the use of physical contact or force with school personnel or students.
9. Respect student privacy at all times.

C. Student Adjustment Counselor

The school adjustment counselor is expected to:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to prevent and resolve problems.

3. Provide building-wide instruction on conflict resolution, anger management, bullying, diversity and other student programs that encourage civility, safety and impulse control.
4. Encourage students to benefit from the curriculum, extracurricular and community programs.

D. Principal

The principal is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate school and community activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

E. Superintendent

The superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with school administrators the policies of the Hancock School and state and federal laws relating to school operations and management.
3. Inform Hancock School about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with school administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

Hancock School Committee

The Hancock School Committee is expected to:

1. Collaborate with student, teacher, administrator, parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, school personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the school's Code of Conduct to evaluate implementation.

3. Lead by example by conducting school committee meetings in a professional, respectful, courteous manner.

IV. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to **dress appropriately for school and school functions**. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that brief garments such as gym shorts, tube tops, net tops, halter-tops, bare midriffs, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard is not acceptable.
5. Not include items that are vulgar, obscene, and libelous or denigrate others because of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The principal or her/his designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions in the dress code made during the school year.

V. Prohibited Student Conduct

The Hancock School expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students and school personnel, and for the care of school facilities and equipment.

The Hancock School recognizes the need to make its expectations for student conduct specific and clear. Students who will not accept responsibility for their own behavior may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Engaging in any willful act, which disrupts the normal operation of the school community.

5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the school's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness, missing or leaving school without permission.
3. Skipping classes or not staying for detention.
4. Rude or disrespectful behavior.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Interfering with the educational process of children.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence, or attempting to do so, (such as hitting, kicking, punching, and scratching) upon another student, teacher, administrator or other school employee.
2. Possessing a weapon.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property, including graffiti or arson.

E. Engage in bullying.

Bullying is prohibited on school grounds and any school-sponsored event or activity, whether on or off campus. Bullying through the use of district computers while on or off campus and the use of personal digital devices either on campus or off campus in a manner that causes a disruption on school grounds is prohibited. Retaliation against students or school personnel who reported the incident(s) or bullying is prohibited.

Bullying is any unwelcome written or verbal expressions, physical acts or gestures directed at a student or another member of the school community with the intent to intimidate, harass, frighten, ridicule, humiliate or cause physical or emotional harm to that person. It is repeated, intentional and creates an imbalance of power. Cyber-bullying is bullying by means including electronic mails, cellular phones, instant messages, text messages or websites. Examples of bullying include:

1. Teasing
2. Exclusion
3. Taunting (verbal or physical intimidation)
4. Cyber-bullying
5. Pushing, kicking, hitting or spitting
6. Non-verbal gestures
7. Taking or damaging another person's personal property

F. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of others.
3. Defamation, which includes making false statements or representations about an individual that harm the reputation of the person(s) by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a 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.
6. Intimidation, which includes engaging in actions or statements that put a reasonable individual in fear of bodily harm.
7. Hazing, which includes any 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.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. ("Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs.")
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

G. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

1. Stay in seat.
2. Follow bus driver's structure for seating assignments.
3. Do not eat or litter on the bus.
4. Follow driver's instructions.
5. Use acceptable language.

H. Engage in any form of academic misconduct.

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

VI. Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the principal or her/his designee. All school staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, if warranted, which may include permanent suspension and referral for prosecution.

The principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical. The notification may be made by telephone followed by a letter. The notification must identify the student and explain the conduct.

School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the *student's ability to grow in self-discipline*. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.

5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

VII. Disciplinary Consequences and Procedures

Students who are found to have violated the school's Code of Conduct may be subject to the following consequences, either alone or in combination. The school personnel identified after each penalty are authorized to impose that consequence, consistent with the student's right to due process.

1. Oral warning — any member of the school staff.
2. Written warning — bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, and superintendent.
3. Written notification to parent — bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, and superintendent.
4. Detention — teachers, principal, superintendent.
5. Suspension from transportation — principal, superintendent.
6. Suspension from athletic participation — coaches, principal, superintendent.
7. Suspension from social or extracurricular activities — activity director, principal, superintendent.
8. Suspension of other privileges — principal, superintendent.
9. In-school suspension — principal, superintendent.
10. Removal from classroom — teacher, principal.
11. Short-term (five days or less) suspension from school — principal, superintendent.
12. Long-term (more than five days) suspension from school — principal, superintendent.
13. Permanent suspension from school — superintendent.

A. Procedures

The school personnel authorized to impose a consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence. The student and the student's parent will be provided with a reasonable opportunity for an informal conference with the principal, the principal's designee or teacher to discuss the conduct and the consequence involved.

1. **Detention** will be imposed as a consequence only after the student's parent has been notified, preferably by phone, to confirm that there is no parental objection to the detention and the student has appropriate transportation home.

2. If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention through a **bus referral**. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal or the superintendent.
3. The principal and the superintendent are authorized to place students in **in-school suspension.**" The in-school suspension supervisor will be a teacher or para-professional.
4. **Suspension from school** is a severe penalty, which may be imposed upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Hancock School retains its authority to suspend students, but places primary responsibility for the suspension of students with the principal.
 - When the superintendent or principal (referred to as the "suspending authority") determines that a **suspension for five days or less** is warranted, they will immediately notify the student orally. The suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. Where possible, notice should also be provided by telephone.
 - When the superintendent or principal determines that a **suspension for more than five days** may be warranted, reasonable notice will be provided to the student and the student's parents of their right to a fair hearing. The superintendent shall personally hear and determine the procedure. A record of the hearing shall be maintained. An appeal of the superintendent's decision may be made to the Hancock School Committee that will make its decision based solely upon the record before it. All appeals to the Hancock School Committee must be in writing and submitted to the school clerk within 10 business days of the date of the superintendent's decision. Hancock School Committee may adopt in whole or in part the decision of the superintendent. Final decisions of the Hancock School Committee may be appealed to the Commissioner of Education within 30 days of the decision.

B. Minimum Periods of Suspension

NOTE: The federal Gun-free Schools Act of 1994 (20 USC §8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires schools to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214(3)(d) of the Education Law has been amended to comply with the federal law. The federal law defines "weapon" somewhat narrowly. (See 18 USC §914.)

Any student* found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

*A student with a disability may be suspended only in accordance with the requirements of state and federal law.

The SAVE legislation requires that a violent student be subject to a minimum period of suspension under the school's Code of Conduct (§3214(b)(2) and §2801(2)(m)). Schools are free to choose any minimum period so long as it is reasonable. The sample Code adopts a five-day minimum period to avoid the more detailed procedures that must accompany a suspension of more than five days.

C. Referrals

1. Counseling — The Student Adjustment Counselor shall handle all referrals of students to counseling.
2. CHINS Petitions — The school may fill a CHINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - a. Being habitually truant and not attending school.
 - b. Engaging in an ongoing or continual course of conduct, which makes the student ungovernable, or habitually disobedient, and beyond the lawful content of the school.

VIII. Alternative Instruction

Students removed from class due to a suspension must be provided with alternative instruction.

IX. Discipline of Students with Disabilities

Hancock School recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Hancock School also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. Hancock School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

The Director of Special Education will be notified when it is necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior.

X. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any school employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The school will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with the Commissioner's regulations.

XI. Student Searches and Interrogations

The Hancock School is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation or law or the school Code of Conduct. Students are not entitled to any sort of "Miranda" type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, Hancock School authorizes the superintendent, principal, and the school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the school Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

XII. Student Lockers, Desks and Other School Storage Places

Students have no reasonable expectation of privacy with respect to student lockers, desks and other school storage places. School officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

A. Police Involvement in Searches and Interrogations of Students

School officials are committed to cooperating with the police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probably cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parents to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

B. Child Protective Services Investigations

Consistent with the school's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the school will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the principal or his or her designee.

XIII. Visitors to the School

Hancock School encourages parents and other school citizens to visit the classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
2. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants. If someone is behaving inappropriately, the principal has the right to ask him or her to leave.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XIV. Public Conduct on School Property

The school is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "Public" shall mean all persons when on school property or attending a school function including students, teachers and school personnel. The restrictions on public conduct are not intended to limit freedom of speech or peaceful assembly. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

XV. Electronic Communication Policy

The School Committee recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic signaling device such as a cell phone. Through the use of cell phones, families can communicate better and students and staff can feel a greater sense of security while at school.

The following procedures are in place:

1. Students are permitted to be in possession of electronic signaling devices while attending school and school sponsored activities.
2. Students shall have the electronic signaling devices turned off at all times during school hours, which includes recess and lunch. The only time that students may have the devices turned on or used is before school and after school. This policy also pertains to text messaging and listening to music. Signaling devices should be kept in a backpack. They should not be visible.

3. Should a student be found with an electronic signaling device, the device shall be confiscated and given to the principal. The students may pick up the device at the end of the day in the principal's office. A second infraction shall result in the signaling device being confiscated and the parent/guardian will be required to meet with the principal in order to retrieve the device. A third infraction shall result in the student being denied consent to have a signaling device in school until the end of the semester.

If a student needs to use a telephone, he/she needs to ask permission of his/her teacher to use the telephone.

The school will NOT investigate stolen or lost electronic devices as this would be too time consuming. Their security is the sole responsibility of the student. The school accepts no responsibility for students who lose or have their devices stolen while traveling to and from school, or on field trips.

Electronic signaling devices may be used on field trips with the permission of the chaperones. Phones will not be allowed in the students' rooms overnight.

Mobile phones with cameras and screens create a new set of privacy issues for the school as images of people can be taken without their knowledge, images can be saved and then sent to other people, and it is possible to send these imaged to the Internet. This creates the potential for gross invasion of privacy in areas around the school such as rest rooms and on field trips.

In cases where there are gross invasions of privacy or where student images are used without permission (i.e., sent to another person or posted on the Internet) there will be serious consequences (according to the Bullying Rubric found in the Hancock School Code of Conduct.) In some cases, students could be suspended from school and in extreme circumstances; they could be expelled from school.

Cell phones are not permitted during school hours. They may be stored in backpacks. Students found using a cell phone will have the phone taken from them and stored in a safe place. They may pick it up at the end of the day. For a second offense, the cell phone will be stored overnight and a parent must pick it up during school hours. If a third offense occurs the phone will not be allowed in school at any time, including before and after school functions.

Staff may carry cell phones, must have them turned off during teaching time. They may use them during preps, breaks and recess. If there is a family emergency and phones need to be on at all times, they must put them on vibrate and notify the principal in advance. Staff can be reached via the school phone at all times.

Electronic listening devices include but are not limited to cell phones, IPODs, pagers and hand held game devices.

XVI. Attendance and After School Functions

Students who do not attend school during the day may not attend any school functions that evening.

XVII. Disruptive Student/Adult Policy

The principal has the right to ask that a student be removed or an adult to leave the school property if the Principal feels that person is a significant disruption to the educational environment. If necessary, the police may be called.

XVIII. Dissemination and Review

A. Dissemination of Code of Conduct

Hancock School will work to ensure that the community is aware of the Code of Conduct by providing a copy to each family.

1. Copies of a summary of the Code will be provided to all students in Grades PreK-6 at the beginning of each school year in the first day folder. Homeroom teachers will review with students.
2. All current teachers and other staff members will be provided with a copy of the Code for their binders and a copy of any amendments to the Code as soon as practicable after adoption.
3. All new employees will be provided with a copy of the current Code of Conduct when they are hired.
4. The Hancock School will review this Code of Conduct and update it as necessary. In conducting the review, Hancock School will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

XIX. Definitions

For purposes of this Code, the following definitions apply:

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.

“School function” means any school-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, to use a weapon.
5. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
6. Knowingly and intentionally damages or destroys school property.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

XX. Bullying Rubrics and Behavior Form

Bullying Rubrics for Grades PreK-4

Behavior	First Time	Second Time	Third Time	
Teasing Threats of harm	Written warning*	One inside recess	Three inside recesses	After three incidents develop Individual Plan
Hitting, pushing, kicking Taunting Exclusion	One inside recess*	Three inside recesses*	Five inside recesses*	After three incidents develop Individual Plan
Severe hitting Spitting Threats of violence Severe harassment Cyber-bullying Taking/damaging property	Three inside recesses*	Five inside recesses*	Five inside recesses	After three incidents develop Individual Plan

*Student calls parents and fills out a reflection sheet about the incident that parent will sign. Students in Pre-K through Grade 2 receive one additional warning.

Bullying Rubrics for Grades 5 and 6

Behavior	First Time	Second Time	Third Time	
Teasing Threats of harm	Written warning*	One before school detention*	Three before school detentions*	After three incidents develop Individual Plan
Hitting, pushing, kicking Taunting Exclusion	One before school detention*	Three before school detentions*	Five before school detentions*	After three incidents develop Individual Plan
Severe hitting Spitting Threats of violence Severe harassment Cyber-bullying Taking/damaging property	Three inside recesses*	Five before school detentions*	Classes only for three days**	After three incidents develop Individual Plan

*Student calls parents and fills out a reflection sheet about the incident that parent will sign.

**Classes only means student will be in class only, not in lunch or extracurricular activities.

Hancock School Behavior Report

Phone: 413-738-5676 — Facsimile: 413-738-5338

Student: _____ 504 IEP Student's Teacher: _____ Grade: _____
Reporting Staff: _____ Witnessed By: _____ Date: _____ Time: _____

Location: Bathroom Cafeteria Classroom Gym Hallway On Bus Playground Other
 Special Event/Assembly/Field Trip

Others Involved: None Peer(s) # _____ Staff Teacher Substitute Other

Trigger: Asked to perform a task Given repeated directions Conflict with peer(s)

Teacher working with others Specific academic activity Provoked by peer(s)

Presence of specific peer(s) Ignored by peer(s) Other

Teacher Interventions: Check all that apply.

Prompt/Redirection given

Conference with student

Re-teaching of rule/routine

Principal's Office

Behavior Choices given

Parent(s) contacted via: Phone

Stop and Think

Mail Folder Email

Safe Spot in room

Other _____

Buddy Room

Person contacted:

First

Second

Third

Behavior:

Defiance/disrespect/non-compliance

Lying

Disruption

Abusive or inappropriate language

Harassment/teasing/taunting/bullying

Fighting/physical contact

Property misuse or damage

Theft

Alcohol/drugs/tobacco/weapon

Arson

Administrative Action:

Conference with student

Individualized instruction

Loss of privileges

Conference with parents

Referral to Adjustment Counselor

Detention

In-school suspension

Out-of-school suspension

Expulsion

Other

Brief description of incident:

Student to fill out "Think About It" form

Parents: Please sign one copy of this Behavior Report and return it to school tomorrow so that we know you received it. You may keep the other copy.

Teacher's Signature

Date

Student's Signature

Date

Administrator's Signature

Date

Parent's Signature

Date

XXII. School Committee Action

School Committee — First Reading Approval ---November 1, 2010

School Committee — Policy Approved – January 3, 2011

School Committee — First Reading Approved as Amended – January 3, 2011

I have read the Parent Section on page 4 and agree to abide by its contents.

Parent Signature

Date

I have read and discussed the Code of Conduct with my parents and agree to abide by its contents.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date