

## Student Code of Conduct

It is our expectation that all of our students will make every effort to be responsible and self-disciplined. We also understand that situations will arise that will require intervention to assist some students in making positive choices. While there is not a set of guidelines that will address all situations, it is our goal to set forward a system that will allow students and staff to have a consistent approach to daily management of misconduct. This Code of Conduct applies to all areas of the PCA campus (e.g., classroom, café, gymnasium, playground). Please note that this is not an exhaustive list of behaviors warranting consequences, nor is this an exhaustive list of potential consequences. Each case is subject to administrative approval.

**Level One Offenses:** These behaviors are against school expectations, but do not result in significant disruption or safety concerns. It is the expectation that the classroom teacher will manage all of these behaviors.

Level One Offenses	Level One Consequences
<ul style="list-style-type: none"> <li>• Failure to follow rules (not otherwise specified below)</li> <li>• Inappropriate use of language (offensive, non-school appropriate language)</li> <li>• Dishonest behavior (1<sup>st</sup> offense)</li> <li>• Minor Disruptions of class or common areas</li> <li>• Failure to complete work 4 times or more per TM and/or in a timely manner</li> <li>• Not being prepared for class 4 times or more per TM</li> <li>• Dress code violation (1<sup>st</sup> offense)</li> <li>• Minor disrespect to peers or staff</li> <li>• Cell phone/electronic possession or use between 7:45AM-3:30PM (1<sup>st</sup> offense)</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher and Student conference to encourage the correct behavior and,</li> <li>• Student will apologize (written or verbal), and</li> <li>• Parent/guardian notification via email and/or phone call (Required)</li> </ul> <p>And one or more of the following:</p> <ul style="list-style-type: none"> <li>• Student will take time to reflect on his/her behavior. Repetition of desired behavior</li> <li>• Utilization of classroom discipline policy- any recess consequence must include physical activity</li> <li>• Behavior Reflection sheet completion</li> <li>• Cell phone/electronic item confiscated and held until end of the day</li> </ul>

**Level Two Offenses:** These behaviors are more serious in nature and will be addressed by the classroom teacher, ~~and~~ parent/guardian, designated behavior team member, and may involve school administration.

Level Two Offenses	Level Two Consequences
<ul style="list-style-type: none"> <li>• Multiple Level One offense (3+)</li> <li>• Severe Disruption of class or common areas</li> <li>• Dishonest behavior (2<sup>nd</sup> offense)</li> <li>• Dress code violation (2<sup>nd</sup> offense)</li> <li>• Leaving area without permission from teacher</li> <li>• Disrespect toward peers or staff (2<sup>nd</sup> offense)</li> <li>• Cheating (1<sup>st</sup> offense)</li> <li>• Cell phone/electronic possession or use between 7:45am – 3:30pm (2<sup>nd</sup> offense)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian notification via email and/or phone call and,</li> <li>• Staff and Student conference to encourage the correct behavior, and</li> <li>• Student will apologize (written or verbal)</li> </ul> <p>And one or more of the following:</p> <ul style="list-style-type: none"> <li>• Any of the Level 1 Consequences</li> <li>• Appropriate community service</li> <li>• Detention – may be during lunch or afterschool (mandatory grades 4-8 for Dress code violation)</li> <li>• Cell phone/electronic item confiscated and held until parent/guardian pick-up</li> <li>• Behavior plan addressing specific behavior</li> <li>• In- school Suspension (1-5 days)</li> <li>• External Suspension (1-10 days)</li> </ul>

**Level Three Offenses:** These behaviors are considered most serious and will be managed by the classroom teacher, parent/guardian, school administration, and school resource officer/local law enforcement, when indicated. The teacher will make initial contact with the parent or guardian via email and/or phone call. School administration will contact parents to discuss all Level Three offenses.

Level Three Offenses	Level Three Consequences
<ul style="list-style-type: none"> <li>• Multiple Level Two offense (3+)</li> <li>• Missing 2+ detentions</li> <li>• Cell phone/electronic possession or use between 7:45AM-3:30PM (3<sup>rd</sup> offense)</li> <li>• Dress code violation (3<sup>rd</sup> offense)</li> <li>• Severe Disrespect toward peers or staff (e.g., use of profanity/offensive name calling including discriminatory statements and insubordination)</li> <li>• Unwanted physical contact</li> <li>• Theft</li> <li>• Cheating (2<sup>nd</sup> offense)</li> <li>• Forgery or plagiarism</li> <li>• Verbal/Written threats of harm</li> <li>• Intimidation/Bullying of peers or staff</li> <li>• Sexual harassment</li> <li>• Fire setting, Vandalism, Destruction of school property</li> <li>• Setting a false alarm (fire or bomb)</li> <li>• Possession of any type of weapon or use of any item as a weapon</li> <li>• Possession or use of Alcohol, Drug, Tobacco, or Look-alikes</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian notification via phone call and,</li> <li>• Conference with student, parent/guardian, and teacher and/or school administration, and</li> <li>• Student will apologize (written or verbal)</li> </ul> <p>And one or more of the following:</p> <ul style="list-style-type: none"> <li>• Cell phone/electronic item confiscated and held until parent/guardian pick-up at the end of a week</li> <li>• Restricted from attending school-sponsored events/activities (e.g., field trips, dances, sports, and/or graduation)</li> <li>• In- school suspension</li> <li>• External Suspension from school for (1-10 days)</li> <li>• Alternative Placement or Expulsion</li> <li>• Filing a report under the guidelines of the Delaware Department of Education</li> </ul>

**THE DELAWARE DEPARTMENT OF EDUCATION HAS IDENTIFIED INFRACTIONS FOR MANDATORY REPORTING. PCA MUST REPORT INFORMATION AS MANDATED WITH NO EXCEPTIONS. FOR MORE INFORMATION CONTACT THE ADMINISTRATION OR THE DOE WEBSITE: <https://regulations.delaware.gov/AdminCode/title14/600/616.pdf>**

**All sections of this Code of Conduct are aligned with Title 14. Ch7 located at:**

**<https://delcode.delaware.gov/title14/c007/index.html#:~:text=%C2%A7%20702,as%20a%20means%20of%20discipline..>**

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