

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

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

Level Two Offenses	Level Two Consequences
<ul style="list-style-type: none"> Multiple Level One offenses Disruption of class or common areas Dishonest behavior Leaving or accessing area without permission Disrespect toward peers or staff Physical horseplay Cheating/Plagiarism (1st offense) Unauthorized use of materials (incl. Chromebooks) Dress code violation (2nd offense) Cell phone/electronic possession or use during breakfast or between 7:45AM – 3:30PM (2nd offense) 	<ul style="list-style-type: none"> Parent/guardian notification via email and/or phone call and, Staff and Student conference to encourage the correct behavior, and Student will apologize (written or verbal) <p>And one or more of the following:</p> <ul style="list-style-type: none"> Any of the Level One Consequences Appropriate community service Detention – may be during the school day or afterschool (mandatory grades 4-8 for Dress code violation) Related work assignment Restricted or loss of privileges Cell phone/electronic item confiscated and held until parent/guardian pick-up Behavior plan addressing specific behavior In- school Suspension (1-5 days) External Suspension (1-10 days)

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

Level Three Offenses	Level Three Consequences
<ul style="list-style-type: none"> Multiple Level Two offenses Severe Disruption of class or common areas Severe Disrespect toward peers or staff Extremely inappropriate comments or gestures Unwanted physical contact Missing 2+ detentions Dress code violation (3rd offense) 	<ul style="list-style-type: none"> Parent/guardian notification via phone call and, Conference with student, parent/guardian, teacher and/or school administration, and Student will apologize (written or verbal) <p>And one or more of the following:</p> <ul style="list-style-type: none"> Any of the Level One or Level Two Consequences

<ul style="list-style-type: none"> • Cell phone/electronic possession or use during breakfast or between 7:45AM – 3:30PM (3rd offense) • Significant Dishonest behavior • Theft • Cheating/Plagiarism (2nd offense) • Forgery • Verbal/Written threats of harm • Intimidation/Bullying of peers or staff • Sexual harassment • Fire setting, Vandalism, Destruction of school property • Setting a false alarm (fire or bomb) • Possession of any type of weapon or use of any item as a weapon • Possession or use of Alcohol, Drug, Tobacco, or Look-alikes 	<ul style="list-style-type: none"> • Cell phone/electronic item confiscated and held until parent/guardian pick-up at the end of a week • Restrictions on cell phone/electronic item possession on school property • Restricted from attending school-sponsored events/activities (e.g., field trips, dances, sports, and/or graduation) • In- school suspension (1-10 days) • External Suspension from school for (1-10 days) • Alternative Placement or Expulsion • Filing a report under the guidelines of the Delaware Department of Education
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THE DELAWARE DEPARTMENT OF EDUCATION (DDOE) HAS IDENTIFIED INFRACTIONS FOR MANDATORY REPORTING. PCA MUST REPORT INFORMATION AS MANDATED WITH NO EXCEPTIONS. FOR MORE INFORMATION CONTACT THE ADMINISTRATION OR THE DDOE WEBSITE.:<https://delcode.delaware.gov/title14/c041/sc01/index.html#4112>
[DDOE State Discipline Codes](#)

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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