

# LDW Student Code of Conduct

## **Philosophy**

We believe that every student has the right to be educated in a safe and orderly school environment. Each child has the right to be treated with respect by staff and other students. Similarly, each child has the responsibility to respect the rights of other students and school staff members.

### **I. Teacher's Responsibility**

In the classroom, discipline is the responsibility of the classroom teacher. Discipline problems in the classroom with individual students shall be handled by each teacher to the greatest extent possible. Only after meaningful alternative disciplinary interventions have been implemented without achieving the results desired, shall the student be referred to the Principal.

### **II. Administration's Responsibility**

The administration reserves the right to determine appropriate consequences in individual situations. Conduct that significantly interrupts the education process will not be tolerated. It will be dealt with through the system of discipline designed to be fair, and that promotes student's self-management of behavior.

### **III. Parent's Responsibilities**

Parental support of school discipline serves to reinforce desired student's behavior. Parents shall be informed by means of telephone, conference, or written notice of all discipline cases handled by the Principal which result in disciplinary actions.

### **IV. School Rules**

Good conduct consists of the observation of necessary rules in order

for the students to work together harmoniously. Rules help ensure every child's right to learn will be protected. Therefore, students are to:

- Be on time to school.
- Be considerate of others.
- Be courteous at all times; abusive language is not acceptable.
- Be respectful of others; bullying is not tolerated (please see district bullying policy).
- Complete homework/class work.
- Be orderly when waiting to come into school.
- Walk quietly in school.
- Not chew gum in school.
- Keep their hands and other body parts to themselves; do not inflict physical harm on another person.
- Be respectful of the cafeteria area; no throwing food or objects, etc.
- Keep the classroom, lunchroom, hallway and school grounds clean.
- Be respectful of the school grounds; no throwing of objects or damaging school property.
- Follow the rules when riding the school bus; student misconduct will be reported to the Principal.
- Remain in school or on the school grounds unless written permission from a Parent/Guardian has been provided to a school staff member.

## **V. Progression of Discipline:**

The consequences will be administered on an individual basis, taking into account the severity of the infraction, the age of the student, and his/her previous behavior. In general, the progressive administration of discipline shall be as follows:

1. Warning
2. Teacher-Student Conference
3. Parent Notification
4. Guidance Counselor Intervention (if appropriate)
5. Principal Involvement (incident report completed and sent to the office)

The following Incident Report may be completed by the person/s supervising the student when an infraction occurs.

Lester D. Wilson School  
-----Incident Report-----

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Support Staff reporting the incident: \_\_\_\_\_

Location of the incident: \_\_\_\_\_ Time of the incident \_\_\_\_\_

**Behavior displayed:**

**Physical**

- Inflicting physical harm
- Chewing gum
- Damaging school property
- Throwing objects
- Disorderly conduct (school, bus)
- Leaving school grounds
- Other

**Verbal**

- Abusive language
- Disrespectful
- Bullying
- Other

Supporting Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcomes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Writer: \_\_\_\_\_

**Nurse Visit:**      **Yes**                     **No**

**Parent Notified via:**

- Phone call \_\_\_\_\_Date \_\_\_\_Time
- Email        (Attach Copy)

**Disciplinary Action taken by Principal:**

- Met with student
- Guidance counselor intervention
- Phone call to parent
- Met with parent & student
- Detention
  - Lunch
  - After School
  - Other
- Student suspension

**Cc:**    Student file  
         Student's Parents