

# **DAY PROGRAM**

## **Student Code of Conduct**

(July 8, 2014)

**INTRODUCTION:** It is a privilege to attend the DAY Program. It affords the opportunity to be successful and reach goals that otherwise would not be possible to achieve in such a timely manner. It is the desire of the DAY Program staff to insure success and to provide a safe and nurturing environment suitable for learning so that success may be achieved. With these goals in mind the Student Code of Conduct was implemented.

The purpose of the Student Code of Conduct is to assist students, parents, and program staff in maintaining a positive learning environment at the DAY Program. The Code of Conduct also guides students in developing the personal skills which can help them achieve appropriate goals in relationships, education, employment, and life away from the DAY Program. Students are expected to follow these rules, to successfully complete the DAY Program, and to earn privileges such as breaks, extra breaks, and special activities or events at the Program. Students at the DAY Program are subject to this Code of Conduct during the school day, at school sponsored events or trips, and while being transported on school buses. Unless otherwise stated, DAY Program students are also subject to the same code of conduct as other Shelby County students. A point system is utilized to modify student behavior and determine privileges and consequences.

### **ATTENDANCE:**

Students are expected to come to the DAY Program every day on which classes are scheduled. **If a student cannot come to school when he or she should, his/her parent or guardian must call the DAY Program (664-1600) before 8:30 a.m., and explain why the student is not coming that day.** If a staff member is unavailable, then a message should be left with the answering service. Follow-up telephone calls will be made to verify the absence. Upon returning to school the student is expected to bring a written note to be filed explaining the reason for the absence due no later than the second day back. Students out for three or more days in a row for illness are expected to bring a written doctor's excuse upon their return to the program. Doctor's excuses may not be accepted if more than two days from the date of the student's return to school. After the 3rd unexcused absence, a letter will be sent home. The DAY Program follows all Early Warning procedures established by the Shelby County Board of Education and the Juvenile Court System. The legitimacy of any excuse presented for an absence will be determined at the discretion of the Director.

### **INCLEMENT WEATHER:**

The DAY Program will follow the Shelby County School inclement weather and dismissal procedures. Students/families should watch the local news stations for announcements or may view the Shelby County School website for weather related announcements.

### **ANY absence without a WRITTEN parent, doctor, or court note will be unexcused.**

For action on attendance problems the DAY Program follows the guidelines established by the Shelby County Board of Education in cooperation with the Juvenile Court System. The DAY Program notifies the Juvenile Court Services daily concerning probationers' absences and tardiness.

### **PUNCTUALITY:**

The DAY Program school day starts each scheduled day at 8:00 a.m. Students who arrive any time after 8:00 a.m. are considered tardy. The DAY Program building is open at 7:00 a.m. Wandering of students occurs upon entry into the 2<sup>nd</sup> floor main lobby.

Students arriving at the DAY Program site are expected to enter the building immediately if staff is present. No loitering outside is allowed. Once inside the DAY Program building, no one may leave the building without permission. Students are expected to return to classes immediately after breaks according to the daily schedule. Students who enter the classrooms after the “tardy” bell has rung are considered late to class.

### **APPROPRIATE INTERACTION WITH ADULTS:**

Adults, working with students, shall be treated with respect. All persons associated with the DAY Program - students and staff- are expected to treat each other with respect. Students are expected to follow the instructions of adults and to allow adults to assist them when problems occur. Adults are expected to instruct students regarding their expectations in a courteous and respectful manner. Staff is encouraged to consider reasonable student suggestions presented in an appropriately respectful and courteous manner; however, the responsibility for a final decision rests with the adult.

### **APPROPRIATE INTERACTION WITH PEERS:**

Students are expected to get along with each other. When conflicts among students occur, students are expected to try to work out a solution without resorting to verbal or physical hostility. If students are unable to work out conflicts on their own, they are expected to allow staff to help or even to take control if necessary. Fighting is not considered an acceptable way to work out conflicts. Racial/ethnic slurs, bullying, and sexual harassment will not be tolerated. **Touching of any kind is prohibited.** This includes any outward signs of affection; such as kissing, hugging, shaking hands, etc. It also includes outward signs of aggression: such as jabbing, pushing, shoving, kicking, etc. General rule: **KEEP YOUR HANDS AND FEET TO YOURSELF.** Students are expected to treat each other with respect.

### **ACADEMIC/COUNSELING RESPONSIBILITY:**

During academic or counseling work periods, students are expected to start their work, pay attention to their own work, bring necessary supplies (i.e. pencils, pens, paper, etc.), and complete work assigned during the time allowed. Students are not to distract classmates by talking, making noise, disruptions, etc. Students are expected to show satisfactory progress toward reaching set goals.

### **APPROPRIATE LANGUAGE:**

Students are expected to show respect for themselves and adults by speaking in words that are considered acceptable in other school settings. Profanity, disrespectful, or vulgar language, expressions, signs, gestures, drawings, or writings are not considered acceptable ways of communication and will not be tolerated.

### **RESPECT FOR PROPERTY:**

Students are expected to show their respect for others by respecting others’ property and belongings. This includes other students’ personal possessions and work materials; adults’ personal items and work materials; and the furniture, equipment, and materials of the DAY Program. Such respect is shown by getting others’ permission to use their things and using those things correctly so they aren’t broken, marred, destroyed, or lost. Furthermore, students are expected to put their materials away at the close of each period or program event in a neat and orderly manner.

### **ACADEMIC HONESTY:**

Students are expected to be honest and trustworthy. They are expected to do their own work with their own skills. Cheating or copying another’s work will not be tolerated. Students are expected to accept the consequences of their choices and actions.

### **DRESS CODE:**

Students are expected to make an acceptable physical appearance by dressing neatly and meeting basic personal hygiene and grooming standards. Clothing items are to be worn in the manner in which they were designed. Clothing should be neat and clean with no holes in the garments.

The following is allowed while the student is attending the DAY Program.

**Females:** blouses, dresses, or tops that do not show undergarments, tummy or midriff; shorts or skirts must be mid-thigh or lower, they must be as long as or longer than the middle finger when standing. Shorts, skirts, dresses, and so forth, must not have slits that are above mid-thigh. Spaghetti strap tops must be worn with a jacket, coat, shirt, or blouse, all with sleeves.

**Males:** Pants or shirts with sleeves that do not show underwear when students are sitting or standing. All clothing should be worn in the manner it was designed. Appropriate shoes should be worn at all times.

**The following is inappropriate for all students:** any garment which has become synonymous with any gang, cult, Satanism, or unauthorized club or organization activity. These may include garments that: advertise tobacco or drugs, skulls, have sexual innuendos, or those that are inflammatory and generate negative feelings among the student body. Metal chains, metal spiked apparel or accessories, dog collars, body piercing that is distracting or excessive, spandex, excessive and inappropriate holes in clothing, extremely wide or long legged pants or jeans, nightwear or slippers, or anything administration considers a distraction to the learning environment is not allowed.

### **TRANSPORTATION:**

Students who ride the school bus to and from the DAY Program will be expected to meet the bus at the time and place set by the bus schedule and get off the bus at the scheduled stop only. Students must be at the stop 10 minutes before and after designated times. Students are expected to follow the bus driver's instructions. They are expected to remain seated while riding the school bus. **All other Sections of the Code of Conduct apply to students while riding the bus.** Refusal to comply with bus driver's instructions may result in permanent removal from the bus. **Any changes in transportation arrangements must be accompanied by written permission of the parent/guardian of each student involved. Proposed changes must also receive the approval of the Director.** Students who have a valid driver's license and proof of insurance are allowed to drive to school with parental permission. Copies of the driver's license and insurance coverage must be presented to the school office before driving.

### **TELEPHONE USE:**

Students may use a DAY Program phone only in the event of an emergency situation and/or with verbal or written permission from their counselor or the Director.

### **RESTROOM USE:**

Students are expected to use the student restrooms in a sanitary way. Students are not to use staff restrooms.

### **LUNCHTIME RULES:**

On the bus to and from lunch, students are expected to follow the transportation rules. Students are to remain seated and speak quietly. All students are to be silent at all Railroad Crossings. No talking from the bus to the lunchroom and no talking from the lunchroom to the bus is allowed. Students are to get their lunch –be seated and remain seated until it is time to prepare to leave. Students are to clean up after themselves and leave the area free of any mess.

### **SNACK BREAKS:**

Students may eat snacks and drink water/sodas during designated breaks times. Snacks and drinks may be bought at the program during these times and consumed in the designated area or an area approved by a staff member. With the exception of no-break or I.S.S. students, students may buy snacks and drinks before and after school. Students may not bring snacks/drinks (including water) from home without written permission from their physician.

### **PROHIBITED MATERIALS AND ACTIVITIES:**

Students are not to have certain items in their personal possession within the school-zone. The following items are not allowed: weapons of any kind, alcohol, tobacco products, lighters, matches, drugs, including medication, drug paraphernalia, beepers or cellular phones, CD/DVD players, or CD's, laser pointers. Also not allowed are: chewing gum, candy, food, or drink from home, book bags, zippered binders, hats, caps, head coverings, hair curlers, picks, combs, sunglasses, or purses. Any and all prohibited materials and items are subject to seizure by the staff. The disposal or return of such items is at the discretion of the Director. Properly documented prescription and non-prescription medication is to be turned in to the front office. Students are prohibited from fighting, from sexual and/or criminal activity, or talking about such. Violation of these rules may result in required parent conferences, referral to Juvenile Court Services, pressing of charges, and drug/alcohol screens as appropriate. This rule does not apply to individual or group discussions conducted under the authority of staff and following staff guidelines for that discussion.

### **NO-BREAK and AFTER SCHOOL STATUS:**

Any student who loses **35 points** or more in one day is a **no-breaker**. The rules for **no-breakers** are on an attached sheet.

**After School Detention** results from no-break status for three out of five days in school. The loss of 100 points two or more times in a single week will also result in **ASD**. **ASD** time is served on designated Thursday afternoons for one hour after regularly scheduled school time (2:45p.m.-3:45p.m.) or before school (7:00a.m.-8:00a.m.). Assignment of ASD will be posted on the point board. It is the student's responsibility to check the board and make arrangements for transportation. **ASD** is a stern consequence for seriously non-compliant behavior and therefore must not be taken lightly. When a student skips **ASD** it indicates his/her behavior is blatantly defiant. In this case, additional consequences will be applied. Those consequences are: three days in ISS and making up the time skipped. Parents may be required to come to the school for a conference if ASD is skipped by the student. A contract may be implemented (at the discretion of the Director) in order to assure that the missed time is made up.

It is the desire of the DAY Program staff to insure success and to provide the opportunity for success to be achieved, but ultimately success or failure is the student's responsibility. To assist students as they strive to reach their goals, the DAY Program utilizes behavior modification techniques based on the following point system:

## **POINT SYSTEM:**

Each student begins the day with 100 points. The following indicate points taken for specified infractions:

- 10**
  - a. off task
  - b. abuse of phone
  - c. abuse of bathroom use
  - d. putting feet on furniture, tilting chair
  - e. inappropriate language or gesture/sign
  - f. snacks in class
  - g. tardy to class
  - h. not prepared for class
  - i. misuse of materials
  - j. showing lack of respect or courtesy
  - k. not following instructions
  - l. failure to turn in assignment/classwork
  - m. \_\_\_\_\_ other
  
- 15**
  - a. violating dress code
  - b. out of class without permission
  - c. \_\_\_\_\_ other
  
- 20**
  - a. horse play
  - b. inappropriate touching/display of affection
  - c. disruptive behavior
  - d. \_\_\_\_\_ other
  
- 30**
  - a. non-compliance with lunchtime rules
  - b. arguing with classmates
  - c. loitering outside of the school building a.m./p.m.
  - d. racial or ethnic slurs
  - e. not following bus regulations
  - f. bringing chewing gum, candy, food, or drink from home, book bags, hats, caps, head coverings, hair curlers, picks, combs, make-up, sunglasses, purses, hats, CD players, or CD's to school
  - g. transporting a student without permission or being transported by an unauthorized person
  - h. use of inappropriate language with staff or arguing with staff
  - i. dishonesty
  - j. \_\_\_\_\_ other
  
- 35**
  - a. breaking no-break rules
  - b. tardy to school
  - c. communication with a no-breaker, ISS student, or students from New Direction
  - d. failure to bring a note for absence (applies for 2 days)
  - e. dress code major or repeated offense
  - f. failure to do required academic work – multiple days
  - g. \_\_\_\_\_ other

## **IN SCHOOL SUSPENSION:**

Any student will AUTOMATICALLY be placed IN SCHOOL Suspension for

- 100**
- a. scratching or marring furniture, pictures, walls, etc.
  - b. touching/tampering with video cameras
  - c. unexcused absence
  - d. leaving building unexcused
  - e. possession of beeper, cell phone, or laser pointer
  - f. sexual harassment, bullying, possession of pornography
  - g. being in unsupervised area
  - h. total noncompliance
  - i. fighting (police will be called)
  - j. possession of or passing to another student alcohol or drugs; any type of pill, tablet, capsule or paraphernalia, etc. (Illegal/Narcotics – law enforcement will be notified.)
  - k. possession of weapons (law enforcement will be notified)
  - l. major vandalism (\$50.00 to repair plus replacement cost at fair market value.)
  - m. use or possession of tobacco (any form) inside the DAY Program building, within the school zone or on school property (including the school buses). Since smoking is illegal for minors, law enforcement will be notified.
  - n. cheating or stealing
  - o. spitting, bumping, etc., in anger
  - p. threatening a staff
  - q. \_\_\_\_\_ other

Any of the above, isolated or in combination, may result in: **IN-SCHOOL SUSPENSION, PARENT/GAURDIAN CONFERENCE, and NOTIFICATION OF PROBATION OFFICER.** It may also include referral to Juvenile Court Services, pressing of charges, and drug/alcohol screening as appropriate.

## **WHAT HAPPENS IN ISS:**

(While in ISS students will be monitored by the Behavioral Aid. Actions and communication may be recorded on video. These videos may be used by the administration as deemed necessary.)

1. WHEN A STUDENT IS PLACED IN ISS IT WILL BE FOR ONE TO THREE DAYS. IN ORDER TO BE RELEASED, THERE MUST BE COMPLIANT BEHAVIOR AND SATISFACTORY COMPLETION OF REQUIRED ASSIGNMENTS.
2. EACH DAY OF NON-COMPLIANCE WILL NOT COUNT AS A SUCCESSFULLY COMPLETED DAY IN ISS.
3. ISS BEGINS UPON ENTRY TO THE BUILDING AND ENDS AT TIME OF DISMISSAL.
4. STUDENTS WILL BE GIVEN CLASSWORK TO BE COMPLETED SATIFACTORILY OR WITH PASSING GRADES.
5. POINTS MAY BE TAKEN FOR ANY COMMUNICATION (VERBAL, EYE, FACIAL, OR HAND SIGNAL) WITH ANY PEER AND FOR NON-COMPLIANCE WITH ISS RULES.

6. STUDENTS WILL EAT THEIR LUNCH IN DESIGNATED ISS AREA ONLY.
7. RESTROOM AND WATER BREAKS WILL BE SCHEDULED AND STUDENTS WILL BE ESCORTED BY A MEMBER OF THE STAFF. ANY STUDENT WHO LEAVES THE ISS AREA UNESCORTED WILL BE REGARDED AS "NON-COMPLIANT" AND ADDITIONAL DISCIPLINARY ACTIONS WILL BE TAKEN.
8. ANY HOURS, WHOLE DAYS, PART-OF-DAYS MISSED (TARDIES ETC.) WILL BE MADE UP.

### **NO BREAK RULES**

1. ANY TIME MISSED DUE TO CHECK OUTS OR OTHER REASONS WILL BE MADE UP ON THE FOLLOWING DAY.
2. NO-BREAKERS WILL BE ASSIGNED A SEPARATE AREA DURING BREAKS AND WILL BE REQUIRED TO WORK ON ACADEMICS DURING SAID TIME.
3. WHEN IN THE NO-BREAK AREA:
  - DO YOUR WORK. YOU MUST BRING WORK TO THE NO-BREAK ROOM.
  - DO **NOT** TALK.
  - DO **NOT** SLEEP.
  - FOLLOW ALL INSTRUCTIONS.

**NOTE: NO-BREAK TIME IS NOT THE TIME TO ENGAGE IN CONVERSATION WITH THE PERSON/S MONITORING IT OR TO EXPECT TUTORING SERVICES UNLESS EITHER IS INITIATED BY STAFF.**