

Salem School District's Code of Conduct



*Be
Responsible*

*Be
Respectful*

*Salem School
Grades K-4*

Introduction to the Salem School District's Code of Conduct

The Salem School District provides a supportive academic environment where students are encouraged to become independent and responsible. Mutual trust and respect among all members of the school community is paramount to a positive and healthy school climate. Each individual in the school community is expected to maintain a proper decorum, while allowing for and tolerating individual differences. To that end, general responsibilities for school personnel and expectations for student behavior are provided below:

SCHOOL PERSONNEL RESPONSIBILITIES

In order to serve the student body well, the school staff has the responsibility to . . .

- provide a safe and productive learning environment;
- be informed about and knowledgeable of school rules and policies, consistent with legal requirements and Board of Education policies;
- maintain discipline in a fair, consistent and equitable manner;
- conduct disciplinary hearings and conferences in an impartial and objective manner; and
- resolve disciplinary problems in a fair, consistent and equitable manner.

Additionally, the Board of Education authorizes its administrative staff to discipline students for conduct defined in this document as infractions of the Code of Conduct.

EXPECTATIONS FOR STUDENT BEHAVIOR

In order to assist the school administration and staff in their efforts to provide a positive, productive school environment conducive to learning, the student body is expected to . . .

- understand that they are responsible for their actions and that inappropriate behavior will not be tolerated;
- be informed about and abide by school and Board of Education rules and policies;
- behave in a responsible and appropriate manner during all school functions held on or off school grounds;
- attend school regularly and be prepared for class by completing daily assignments and make-up work;
- continue to develop a moral and ethical sensibility as well as practice moral and ethical behavior;
- learn about, understand, and respect diversity and differences among all groups; and
- understand, as well as apply, the basic principles of healthful daily living.

Thus, the Salem Board of Education expects the highest standards of conduct from all students at all times, whether in school, out of school, or at a school-sponsored activity. Proper student behavior is obligatory and conduct incompatible with or disruptive to the educational process is unacceptable and will be addressed by the school administration and staff accordingly.

GENERAL GUIDELINES FOR STUDENT DISCIPLINE

Grades K through Grade 4

Student discipline is viewed as a responsibility shared among the students, the school, and the parents / guardians. Parents / guardians are encouraged to play an active role in the education of their children and may be called upon by the school to attend meetings regarding disciplinary infractions. Students who infringe on the rights of others to pursue an education or who violate school policies and regulations will be subject to corrective disciplinary action including, removal from class, exclusion from extra-curricular activities (including but not limited to: athletics, socials, dances), in-school or out-of-school suspension, suspension from transportation privileges, detention, and/or expulsion from school

For purposes of organizing the consequences for student behavior that is unacceptable, potential infractions have been classified into four broad categories depending upon the outcome of the unacceptable behavior. These four categories are as follows:

- **BE SAFE:**
Section I: Infractions or behaviors that jeopardize the health, safety, and welfare of individuals in the school community

- **BE HONEST:**
Section II: Infractions that demonstrate a lack of honesty, respect, and courtesy toward individuals in the school community

- **BE RESPONSIBLE:**
Section III: Infractions that demonstrate a lack of responsibility for personal and public property and possessions

- **BE RESPECTFUL:**
Section IV: Infractions that demonstrate a lack of respect for maintaining an orderly teaching and learning environment

These categories are not mutually exclusive because the same infraction or behavior can conceivably fall into more than one category. Infractions within each category range from very minor to very serious or major infractions. The behavior / infraction charts list disciplinary consequences and reference relevant Board of Education policies

Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent. No student shall be disciplined on the basis of race, age, gender, religion, sexual orientation, national origin, ancestry, or disability. The cooperation of every facet of the school community, including staff, students, parents / guardians, is essential to the maintenance of a positive learning environment in the Salem School District.

Students who are accused of committing an infraction have the right to an informal hearing which is a meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parents / guardians being present. In the event of an emergency, which does not allow for an immediate informal hearing, the informal hearing shall be held as soon after the suspension as possible. Parents will be notified of the infraction and resulting disciplinary consequence as soon as feasible.

Disciplinary procedures used in the Salem School District range from informal hearings to expulsion from school. The procedure to be used depends upon the seriousness of the violation, the specific circumstances of the situation and the individual's overall pattern of behavior. A series of minor infractions committed by the same student can be considered a major infraction, as determined by the school administration, as repeated behaviors can have a demoralizing effect on the general student body and staff and be disruptive to the learning environment. In cases where multiple infractions have been committed by a student, the school administration will determine which infraction is more significant and, therefore, the cause for a specific consequence(s). In addition to the usual school procedures, criminal infractions must also be reported by the school administration to the police. **For additional information, please refer to the Board of Education Policy Manual and due process policies available on the Salem School District's website at www.salemschools.org.**

Salem School

Code of Conduct (Grades K-4) Table of Contents

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Salem School
Code of Conduct (Grades K-4)

Section I: Behaviors / Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community

	Behavior / Infraction	Kindergarten Consequences	Grades 1-4 Consequences
I. A.	<p>Bus Misconduct Board of Education Policy References: #5131.1 Student Conduct on School Buses #5131.1.11 Use of Video Cameras on School Buses #5114 Removal/Suspension / Expulsion</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator or guidance counselor • potential bus seat assignment • parent or guardian notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • parent or guardian notification • bus seat assignment <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • suspension of bus privileges for 2 days 	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • potential bus seat assignment • parent or guardian notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • parent or guardian notification • bus seat assignment <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • suspension of bus privileges for 5 days
I. B.	<p>*Physical Contact, Inappropriate (Pushing, Shoving Another Student – no “serious” physical injury occurs) Board of Education Policy References: #5131 Student Misconduct in Schools #5114 Removal/Suspension / Expulsion</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator or guidance counselor • parent or guardian notification • consequences determined on a case by case basis <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification • loss of recess privileges up to 2 days 	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification • consequences determined on a case by case basis <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification • loss of recess privileges up to 3 days
I. C.	<p>*Verbal Assault or Threatening Physical Harm Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension / Expulsion</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator or guidance counselor • consequences determined on a case by case basis • parent or guardian notification 	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • consequences determined on a case by case basis <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • potential in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
I. D.	<p>*Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia Board of Education Policy References: #5131.6 and #5131.6p Drugs, Alcohol, Tobacco #5114 Removal/Suspension / Expulsion</p>	<p>1ST and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis 	<p>1ST and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education*

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	Behavior / Infraction	Kindergarten Consequences	Grades 1-4 Consequences
I.E	<p>*Using Tobacco, Tobacco Products (Smoking, Chewing Tobacco), or Tobacco Paraphernalia</p> <p>Board of Education Policy References: #5131.6 and #5131.6p Drugs, Alcohol, Tobacco, #5114 Removal/Suspension / Expulsion</p>	This is not applicable for Kindergarten students	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • Parent or guardian notification with consequences determined on a case by case basis
I.F	<p>*Hazing</p> <p>Board of Education Policy References: #5131.91 Hazing #5114 Removal/Suspension / Expulsion</p>	This is not applicable for Kindergarten students	This is not applicable for Grades 1-4 students
I.G	<p>*Bullying</p> <p>Board of Education Policy References: #5131.2 Bullying #5114 Removal/Suspension / Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator and guidance counselor • consequences determined on a case to case basis • potential up to 2-days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • potential referral to Student Services Staff • excluded from all co-curricular activities concurrent with suspension 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • consequences determined on a case to case basis • potential up to 2-days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • potential referral to Student Services Staff • excluded from all co-curricular activities concurrent with suspension
I.H	<p>*Sexual Harassment</p> <p>Board of Education Policy References: #5145.5 Sexual Harassment Among Students #5114 Removal/Suspension / Expulsion</p>	This is not applicable to Kindergarten students	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5-days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • potential referral to Student Services Staff • excluded from all co-curricular and extracurricular activities concurrent with suspension

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

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	Behavior/Infraction	Kindergarten Consequences	Grades 1-4 Consequences
I. I.	<p>*Fighting / Physical Altercation / Physical Aggression Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension / Expulsion</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator or guidance counselor • parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential up to 2-days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension 	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • potential up to 2-days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential up to 3-days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
I. J.	<p>*False Alarm / Bomb Threat Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension / Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 2 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • police referral 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 3 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to the Board of Education for expulsion for 30-180 school days • police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

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	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequence
I. K.	<p>*Assault Board of Education Policy References: #5131 Student Misconduct in Schools #5114 Removal/Suspension / Expulsion</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator or guidance counselor • parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 2 days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all extracurricular activities concurrent with suspension 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 3 days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification <p>excluded from all co-curricular and extracurricular activities concurrent with suspension</p> <ul style="list-style-type: none"> • may be recommended to the Board of Education for expulsion for 30-180 school days • police referral
I. L.	<p>*Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Substances Board of Education Policy References: #5131.6 Drugs, Alcohol, Tobacco #5114 Removal/Suspension / Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis • superintendent notification 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis • superintendent notification
I. M.	<p>*Sale or Distribution of Drugs: (Drugs, Alcohol, Inhalants, Performance Enhancing Substances) Board of Education Policy References: #5131.6 Drugs, Alcohol, Tobacco, Inhalants #5114 Removal/Suspension / Expulsion</p>	<p>This is not applicable for Kindergarten students</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • administrator / parent conference • consequences determined on a case by case basis • superintendent notification • potential referral to social agency, DCF • mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any and all co-curricular and extracurricular activities beyond the academic expulsion period per Board of Education • must participate, along with parent or guardian, in an administration specified substance abuse counseling education program(s) prior to re-entry to school • police referral

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	Behavior / Infraction	Kindergarten Consequences	Grades 1-4 Consequences
I. N.	<p>*Arson Board of Education Policy References: #5131 Student Conduct in Schools #5131.5 Vandalism #5114 Removal/Suspension / Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis • superintendent notification • police / fire referral • referral to Student Services Staff 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any and all co-curricular and extracurricular activities beyond the academic expulsion period per Board of Education • police referral • referral to Student Services Staff
I. O.	<p>*Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile or Replica of Firearm Board of Education Policy References: #5114 Removal/Suspension / Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 10 days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • mandatory expulsion with administrative recommendation to the Board of Education for 30-180 days • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any and all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 10 days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • mandatory expulsion with administrative recommendation to the Board of Education for 30-180 days • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any and all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education*

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	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
I. P.	<p>*Hate Crimes Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis • referral to Student Services Staff • potential police referral 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion for 30-180 days • referral to Student Services Staff • potential police referral
I. Q.	<p>Other Serious Misconduct in Section I as Determined by the School Administrator Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • consequences to be determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • consequences to be determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

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Section II: Behaviors / Infractions that Demonstrate a Lack of Honesty, Respect, and Courtesy Toward Individuals in the School Community

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
II. A.	Student Dress Code Violation Board of Education Policy References: #5132 Dress and Grooming #5114 Removal/Suspension/Expulsion	1st Offense: <ul style="list-style-type: none"> • parent or guardian notification and change of inappropriate clothes 	1st Offense: <ul style="list-style-type: none"> • parent or guardian notification and change of inappropriate clothes
II. B.	Academic Integrity: Cheating / Plagiarism Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not appropriate for kindergarten students	1st Offense: <ul style="list-style-type: none"> • disciplinary conference with teacher • parent or guardian notification 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • teacher written disciplinary referral to school administrator • disciplinary conference with administrator • parent or guardian notification
II. C.	Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/ Suspension/Expulsion	1st Offense: <ul style="list-style-type: none"> • disciplinary conference with teacher • teacher written disciplinary referral to school administrator • parent or guardian notification 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • removal from class • disciplinary conference with administrator and guidance counselor • consequences determined on a case by case basis • parent or guardian notification • potential in-school suspension 	1st Offense: <ul style="list-style-type: none"> • disciplinary conference with teacher • teacher written disciplinary referral to school administrator • parent or guardian notification 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • removal from class • disciplinary conference with administrator • consequences determined on a case by case basis • parent or guardian notification • potential in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension

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	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
II. D.	<p>Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, or Behavior Directed Toward Any Staff Member or Student</p> <p>Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • teacher written disciplinary referral to school administrator or guidance counselor • parent or guardian notification • disciplinary conference with administrator and guidance counselor • consequences determined on a case by case basis <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • potential up to 2 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • exclusion from co-curricular activities concurrent with suspension 	<p>1st Offense</p> <ul style="list-style-type: none"> • teacher written disciplinary referral to school administrator • parent or guardian notification • disciplinary conference with administrator • consequences determined on a case by case basis <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • potential up to 2 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • exclusion from co-curricular activities concurrent with suspension
II. E.	<p>*Racial or Other Discriminatory Slurs</p> <p>Board of Education Policy References: #5114 Removal/Suspension/Expulsion #5131.2 Bullying</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • up to 2 days in-school suspension • parent or guardian notification • superintendent notification • exclusion from extra curricular activities concurrent with suspension • referral to Student Services Staff 	<p>1st Offense</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • consequences determined on a case by case basis • parent or guardian notification • superintendent notification <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • up to 2 days in-school suspension • parent or guardian notification • superintendent notification • exclusion from co-curricular and extra curricular activities concurrent with suspension • referral to Student Services Staff
II. F.	<p>“Walkouts” by Students</p> <p>Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion</p>	<ul style="list-style-type: none"> • This is not applicable to Kindergarten Students 	<ul style="list-style-type: none"> • This is not applicable to Grades 1-4 Students

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Salem School
Code of Conduct (Grades K-4)

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
II. G.	Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature Board of Education Policy References: #5131.2 Bullying #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis • parent or guardian notification
II. H.	Other Serious Misconduct in Section II as Determined By School Administrator Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Salem School
Code of Conduct (Grades K-4)

Section III: Behaviors / Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
III. A.	Inappropriate Use of School Technology Board of Education Policy References: #6141.321 Use of Technology #6141.323 Internet Acceptable Use; Filtering #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st Offense: <ul style="list-style-type: none"> • disciplinary conference with teacher • parent or guardian notification 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • potential up to 1 day in-school suspension • teacher written disciplinary referral to administrator • parent or guardian notification • disciplinary conference with administrator • consequences determined on a case by case basis • excluded from all co-curricular and extracurricular activities concurrent with suspension
III. B.	Inappropriate Use of Technology in Extended School Community (Cyber-bullying) Board of Education Policy References: #5131.2 Bullying #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral
III. C.	Falsifying Signatures, Excuses or Other School Documents, or Any Deliberate False Statement Whether Written or Stated Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st Offense: <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • teacher written disciplinary referral to administrator • parent or guardian notification

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Salem School
Code of Conduct (Grades K-4)

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
III. D.	Graffiti Board of Education Policy References: #5131 Student Conduct in Schools #5131.5 Vandalism #5114 Removal/Suspension/Expulsion	1st Offense: <ul style="list-style-type: none"> • parent or guardian notification • restitution and / or cleanup required 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with school administrator and guidance counselor • parent or guardian notification • superintendent notification • consequences determined on a case by case basis • restitution required 	1st Offense: <ul style="list-style-type: none"> • parent or guardian notification • restitution and / or cleanup required 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with school administrator • parent or guardian notification • superintendent notification • consequences determined on a case by case basis • restitution required
III. E.	*Vandalism Board of Education Policy References: #5131 Student Conduct in Schools #5131.5 Vandalism #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with school administrator and guidance counselor • parent or guardian notification • superintendent notification • consequences determined on a case by case basis • restitution required 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with school administrator • parent or guardian notification • superintendent notification • consequences determined on a case by case basis • restitution required 2nd and Subsequent Offenses: <ul style="list-style-type: none"> • up to 2 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • disciplinary conference with school administrator • excluded from co-curricular and extracurricular activities concurrent with suspension • potential police referral
III. F.	Tampering with School Records Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with school administrator • consequences determined on a case by case basis • parent or guardian notification • superintendent notification

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Salem School
Code of Conduct (Grades K-4)

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
III. G.	<p>*Theft or Possession of Stolen Goods Board of Education Policy Reference #5131 Student Conduct in Schools</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with school administrator and guidance counselor • consequences determined on a case by case basis • parent or guardian notification • superintendent notification • restitution required • potential police referral 	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with school administrator • parent or guardian notification • superintendent notification • restitution required <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential up to 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from co-curricular and extracurricular activities concurrent with suspension • restitution required • potential police referral
III. H.	<p>Borrowing, Taking, or Receiving Any Item (including money) by Force, Threat, or Intimidation Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • consequences determined on a case by case basis • restitution required 	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to 1 day in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from co-curricular and extracurricular activities concurrent with suspension • restitution required <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from co-curricular and extracurricular activities concurrent with suspension • restitution required • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Salem School
Code of Conduct (Grades K-4)

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
III. I.	Other Serious Misconduct in Section III as Determined by School Administrator Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Salem School
Code of Conduct (Grades K-4)

Section IV: Behaviors / Infractions that Demonstrate a Lack of Respect for Maintaining an Orderly Teaching and Learning Environment

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
IV.A.	Trespassing and Violations of Out-of-School Suspensions Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st and Subsequent Offenses: <ul style="list-style-type: none"> • written / verbal warning and removal from premises • parent or guardian notification • potential police referral
IV.B.	Truancy Board of Education Policy References: #5113 Truancy #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • superintendent notification • promotion may be withheld • social agencies notified, as appropriate 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • superintendent notification • promotion may be withheld • social agencies notified, as appropriate
IV.C.	Bringing Unauthorized Visitors to School During the School Day Board of Education Policy References: #5118.2 Student Visits to the School #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • visitor must leave school grounds • student issued warning
IV.D.	Cafeteria Misconduct Board of Education Policy References: # 5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • notification of school staff, parent or guardian and/or administrator consequence to be determined on a case by case basis 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • notification of school staff, parent or guardian and/or administrator • consequence to be determined on a case by case basis

Salem School
Code of Conduct (Grades K-4)

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
IV.E.	Unauthorized Use of Telecommunication or Electronic Communication Devices and Laser Pointers Board of Education Policy References: #5131.81 Electronic Communication Devices #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • confiscation of device by staff • parent or guardian notification and pick-up of confiscated device 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • confiscation of device by staff • parent or guardian notification and pick-up of confiscated device
IV.F.	Tardy to School Board of Education Policy References: #5113 and 5113p Truancy #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	Parental notification in writing from school administration after 10 tardies per marking period	Parental notification in writing from school administration after 10 tardies per marking period
IV.G.	Tardy to Class During the School Day Board of Education Policy References: #5113 and 5113p Truancy #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	This is not applicable for Grades 1-4 students
IV.H.	Cutting Classes During the School Day Board of Education Policy References: #5113 and 5113p Truancy #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	This is not applicable for Grades 1-4 students
IV.I.	Failure to Serve Detention Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	This is not applicable for Grades 1-4 students

Salem School
Code of Conduct (Grades K-4)

	Behavior / Infraction	Kindergarten Consequence	Grades 1-4 Consequences
IV.J.	Leaving School Grounds Without Administrator's Permission Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis
IV.K.	Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval.) Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis
IV.L.	Gambling (Involving the Transfer of Money or Assets) Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	This is not applicable to Kindergarten Students	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis
IV.M.	Failure to Serve In-School Suspension or Misbehaving During In-School Suspension Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • consequences to be determined on a case by case basis
IV.N.	Other Serious Misconduct in Section IV as Determined by the School Administrator Board of Education Policy References: #5131 Student Conduct in Schools #5114 Removal/Suspension/Expulsion	1st and Subsequent Offenses <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral 	1st and Subsequent Offenses: <ul style="list-style-type: none"> • consequences determined on a case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • potential police referral

DEFINITION OF TERMS

The following terms used in the Salem School District's Code of Conduct are defined to clarify language for the benefit of students, their parents / guardians, and the extended school community:

Area Violation, Unauthorized (Going to Parking Lot or Being Outside the School Without Prior Approval): Students are not permitted in unauthorized stairwells / hallways, any area adjacent to the school building including parking lots, and areas of the school building, including but not limited to athletic fields / areas without permission. Reference Section IVK. in the Behavior / Infraction Charts.

Arson: Intentional attempt or act of starting a fire in the school on the school bus or on school property. Reference Section I.N. in the Behavior / Infraction Charts.

Assault: Intent to cause physical injury to another person, causing such injury to such person or to a third party; or recklessly causing serious physical injury to another person; or causing physical injury to another person by means of a deadly weapon, a dangerous instrument, or an electronic defense weapon. Reference Sections I.K. and I.O. in the Behavior / Infraction Charts.

Borrowing, Taking, or Receiving any Item (Including Money) by Force, Threat, or Intimidation: Students are prohibited from borrowing, taking, or receiving any item (including money) by force, threat, or intimidation of another student. Reference Section III.H. in the Behavior / Infraction Charts.

Bullying: "Bullying" is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student in the same school district that: (A) causes physical or emotional harm to the student or damage to the student's property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. "Bullying" includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. Reference Section I.G. in the Behavior / Infraction Charts.

Bus Misconduct: All students are extended the privilege of riding to and from school and to school activities on the school bus. The bus driver has the responsibility of maintaining orderly behavior of students on school buses and will report, in writing, all misconduct to the transportation services manager and the school administrator. Video cameras may be used to record student behavior on the school bus and videotapes of students' behaviors may be used to support disciplinary action. Reference Section I.A. in the Behavior / Infraction Charts.

Cafeteria / Dining and Assembly Hall Misconduct: Students are expected to adhere to the following behavioral guidelines as appropriate to student maturity / grade level:

- eat their lunches exclusively in the designated cafeteria areas

- clean their table areas after eating
- remain in the cafeteria / dining hall until the end of the lunch period/dismissed
- keep all food and / or beverages within the cafeteria area unless other arrangements have been approved by teachers or administrators
- deposit trays, utensils and trash in appropriate collection areas
- address staff, teachers and fellow students courteously
- sit appropriately at tables without overcrowding
- notify cafeteria staff of accidental food spill
- maintain a reasonable noise level
- obtain permission from staff to visit lavatory, if necessary
- refrain from soliciting money or food for any reason

Cheating: "Sharing" student work that should be individually produced; using crib notes during assessments; sharing information about an assessment with students who have not completed the assessment; obtaining or passing unauthorized copies of or information about tests, quizzes, or other course assignments; stealing or unauthorized copying of another student's answers, homework, notes, or course materials. Reference Section II.B. in the Behavior / Infraction Charts.

Child Study Team: A designated and specifically trained team of school staff members typically including, but not limited to, classroom teachers, an administrator, school nurse, guidance counselor, school psychologist, speech teacher, and SPED teacher(s).

Co-Curricular School Activities: Student activities initiated by the instructional staff. Co-curricular activities are designed to provide an opportunity for students to expand their knowledge of related curriculum.

Controlled Substance: A drug, substance, or immediate precursor identified under schedules I to V, inclusive, in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c), and under schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations pursuant to Section 21a-243 of the Connecticut General Statutes.

Cumulative Offenses: Specific student offenses which will accumulate from year to year within the grade span, i.e., grades 5-6; grades 7-8; grades 9-12.

Cutting Classes During the School Day: Students are expected to attend each of their classes every day unless given permission from the school administrator to be absent from a class for a specific purpose. Reference Section IV.I. in the Behavior / Infraction Charts.

Dangerous Instrument: Any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack (See also Firearm, Deadly Weapon, and Weapon.) Reference Section I.O. in the Behavior / Infraction Charts.

Deadly Weapon: Any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A deadly weapon is one which is designed for violence and which is

capable of inflicting death or serious bodily harm and may include pellet guns and / or air soft pistols. (See also Dangerous Instrument, Firearm, and Weapon.) Reference Section I.O. in the Behavior / Infraction Charts

Detention, After School: A consequence that is given to students by teachers or school administrators depending on the infraction and circumstance. Students who are assigned to after school detention must report promptly and have books or study materials to use. In all cases, students and parents will be given 24 hours notice in order to arrange for transportation or to inform employers.

Detention, Failure to Serve (Per Infraction): Failure to serve assigned detention(s) will result in additional detention time. Continued disregard to serve detention(s) may result in suspension from school. Reference Section IV.I. in the Behavior / Infraction Charts.

Detention, Office: A consequence that is given to students by school administrators for inappropriate behavior or certain infractions. If a student fails to serve an office detention, he or she may be assigned additional detentions or in-school suspension.

Detention, Teacher: A consequence that is given to students by teachers for inappropriate classroom behavior or certain types of infractions. Teacher-assigned detention is typically served after school.

Dress Code Violation: Students are expected to dress in a manner that is suitable for a school environment. Furthermore, students should dress within reasonable limits so that their clothing does not jeopardize the health or safety of the wearers or others, or cause distraction or disruption of the educational process as determined by the school administration. Clothing advertising drugs or alcohol is inappropriate for school wear. Footwear and shirts must be worn at all times. Clothing should be neat and clean. The wearing of head coverings, except for religious or documented medical purposes in the school building is not allowed. Any student dressed inappropriately will not be admitted to class. Reference Section II.A. in the Behavior / Infraction Charts.

Drugs: Includes, but shall not be limited to, any medicinal preparation (prescription and nonprescription), and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and / or federal law.

Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Drugs, Tobacco, Tobacco Products, Tobacco Paraphernalia Use or Possession of: To have physical possession or hold, or otherwise to exercise dominion or control over any alcohol, drug, or substance determined to be illegal under state and / or federal law, tobacco, tobacco products , or smoking paraphernalia on one's person, in one's personal belongings, one's locker, car, backpack, etc. Any student in the Salem Public Schools found to be in use or in possession of drugs, drug paraphernalia, alcohol, inhalants, performance-enhancing drugs, tobacco, tobacco products, or tobacco paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation shall be subject to disciplinary consequences including expulsion from school and referral to law enforcement officials as appropriate. Reference Sections I.D., I.E., I.L. in the Behavior / Infraction Charts

Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances), Sale or Distribution of: To deliver, sell, pass, share or give any alcohol, drug, or controlled substance, determined to be illegal under state and or federal law from one person to another or to aid in its use. Any student in the Salem Public Schools found to be selling or distributing any controlled substance, controlled drugs, including prescription drugs, alcohol, or performance-enhancing substances during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds shall be subject to severe disciplinary consequences including mandatory expulsion from school and referral to law enforcement officials, as appropriate. Reference Section I.M. in the Behavior / Infraction Charts.

Drug Paraphernalia: Equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. Reference Section I.L. in the Consequence Charts.

Drugs or Substances, Performance Enhancing: Any performance-enhancing drug, including any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements including food supplements, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician; including, but is not limited to, those performance-enhancing drugs / substances identified on the CIAC comprehensive list and the list presented below:

- pharmacological agents (prescription or nonprescription) taken in doses that exceed the recommended therapeutic dose or taken when the therapeutic indications are not present;
- agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classifications or that rewards leanness;
- agents used for weight gain, including over-the-counter products advertised as promoting increased muscle mass;
- physiologic agents or other strategies used enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping);
- any substance that is used for reasons other than to treat a documented disease state or deficiency;
- any substance that is known to mask adverse effects or detect ability of another performance enhancing substance; and
- nutritional supplements taken at "supraphysiologic" doses or at levels greater than required or to replace deficits created by a disease state, training program and / or participation in sports. Reference Sections I.L. and I.M. in the Behavior / Infraction Charts.

Due Process: Prior to the suspension of a student, the school administration must inform the student of the reasons for the disciplinary action and provide the student an opportunity to explain the situation (informal hearing). Recommendation for expulsion must be heard by the Board of Education in a formal hearing, consistent with the certain requirements of the Uniform Administrative Procedures Act. Conn. Gen. Stat. 10-233d.

Emergency Removal from School: A situation under which continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that an informal hearing may be delayed until a time as soon after the exclusion of such student as possible.

Exclusion: Any denial of public school privileges to a student for disciplinary purposes. For some infractions, students will be excluded from co-curricular or extracurricular activities.

Expulsion: Exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which the student was assigned at the time such disciplinary action was taken, provided such exclusion shall not exceed one (1) calendar year. The period of exclusion may extend to the school year following the school year in which such exclusion was imposed. Participation in any school activities for the duration of the suspension / expulsion period whether those events occur on school days, on weekend days, or on holidays and school breaks is prohibited.

Extracurricular School Activities: Student activities initiated through student choice for participation. Extracurricular activities are intended to enhance a student's school experience or satisfy a student's particular interest in a subject, topic, sport, or other activity.

False Alarm / Bomb Threat: The willful act of causing a false fire alarm or making a bomb threat directed at the school, the school bus, or other school property. Reference Section I.J. in the Behavior / Infraction Charts.

Falsifying Signatures, Excuses or Other School Documents, or any Deliberate False Statement Whether Written or Stated: Students found to have falsified a signature, an attendance excuse or other school documents, or to have made any deliberate false statement, whether written or stated are subject to disciplinary consequences. Reference Section III.C. in the Behavior / Infraction Charts.

Fighting / Physical Altercation / Physical Aggression: A planned or unplanned encounter which results in a student or students assaulting, or attempting to assault, another individual(s) in a manner that is not reasonably necessary for self-defense. Reference Section I.I. in the Behavior / Infraction Charts.

Firearm: As defined in 18 U.S.C. 921, means (1) any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapons; (3) any firearm muffler or firearm silencer or (4) any destructive device. For purposes of this definition "destructive device" means any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of

more than 4 ounces, a missile having an explosive or incendiary charge of more than ¼ ounce, a mine, or any other similar device; or any weapon that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½ inch in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm, or any device which is neither designed nor redesigned for use as a weapon. (See also Dangerous Instrument, Deadly Weapon, and Weapon.) Reference Section I.O. in the Behavior / Infraction Charts.

Gambling (Involving the Transfer of Money or Assets): Gambling, defined as involving the transfer of money or assets. Students are prohibited from any type of "gambling" activity, including betting on sports pools, playing poker, or participating in unauthorized raffles. Gambling is an illegal activity and is not permitted in the school building, on the school-provided transportation, or at any school-sponsored activity. Reference Section IV.L. in the Behavior / Infraction Charts.

Graffiti: The willful defacing of property under the jurisdiction of the Board of Education. Students involved are subject to disciplinary action and/or prosecution. Any student discovered to have engaged in graffiti of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for graffiti will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school. Reference Section III. D. in the Behavior / Infraction Charts.

Hate Crimes: Speech or conduct that is committed with a specific intent to intimidate, harass or defame/deface another person, property or society on the basis of race, color, ethnicity / national origin, sexual orientation, disability or religion, perceived or actual, in school, on the school bus, and / or at any school-sponsored activity. Reference Section I.P. in the Behavior / Infraction Charts.

Hazing: Any conduct or method of initiation, on or off campus, into any student organization or team, whether on public or private property, which endangers or creates a risk of harm to the physical or emotional health or well-being of any student or person, including any activity that causes or requires an individual to perform a task that is in violation of the law or of school district policies. Such conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance, or any treatment or forced physical activity that is likely to adversely affect the health or safety of any student or other person, or that subjects such student or other person to emotional stress, including deprivation of sleep or rest, confinement to a restricted area, the threat of ostracism, or extended isolation. Permission, consent, or assumption of risk by an individual subjected to hazing does not in any way sanction or excuse the behavior nor lessen the prohibition contained in this policy. Reference Section I.F. in the Behavior / Infraction Charts.

Hearing, Formal: A meeting of at least three Board of Education members or a hearing officer appointed by the Board of Education to discuss or act upon a matter over which the Board of Education has supervision, control, jurisdiction or advisory power.

Hearing, Informal: A meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parent / guardian being present.

Laser Pointers: Students are not permitted to possess or use laser pointers while on school property, while using school district transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under the supervision of a staff member and in the context of instruction. Laser pointers will be confiscated. Reference Section IV.E. in the Behavior / Infraction Charts.

Leaving School Grounds without Administrator's Permission: Students are not allowed to leave school grounds without the approval of the school administrator. Once present on school grounds, students are not permitted to leave until the end of their scheduled day. Reference Section IV.J. in the Behavior / Infraction Charts.

Libelous, Obscene, or Defamatory Materials or Literature, Posting or Distributing: Students are expected to respect the dignity, rights, and written expression of others and are prohibited from posting or distributing libelous, obscene, or defamatory materials or literature in the school, on the school bus, or at any school-sponsored activity. Reference Section II.G. in the Behavior / Infraction Charts.

Misconduct, Other Serious, as Determined by School Administrator: In unusual situations, where the student behavior or the infraction is not explicitly included in the Code of Conduct, the school administration reserves the right to administer consequences including detention, in-school suspension, out-of-school suspension, exclusion from co-curricular and / or extracurricular activities, and expulsion per Board of Education policy. Reference Sections I.Q., II.H., III.I., and IV.N. in the Behavior / Infraction Charts.

Misconduct Out Of School / Conduct Leading to a Felony Arrest or Class A Misdemeanor / Adjudication as a Delinquent or Youthful Offender: Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Examples of such out-of-school misconduct that shall result in expulsion include, but are not limited to, the possession, of a firearm; the sale or distribution of illegal drugs / controlled substances, and the possession or use of a deadly weapon or dangerous instrument in the commission of a crime. Students may also be subject to discipline, including expulsion, for out-of school misconduct that violates a policy of the Board of Education and is considered to be seriously disruptive to the educational process. Upon notification by a municipal police department or division of the state police of the student's arrest, the superintendent may disclose the information to the principal of the school that the student attends. The principal may in turn disclose it to special services staff members for the purposes of assessing the risk of danger posed by the student to himself or herself, to other students, or to the staff. School district personnel must conclude any such assessment not later than the next school day following the notification. Connecticut law also provides procedures for coordination between the school superintendent and the courts in matters of probation and school attendance.

Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gesture or Behavior Directed Toward any Staff Member or Student: Verbal or abusive gestures toward a staff member or student will not be tolerated under any circumstances. Students who exhibit such behaviors will be subject to disciplinary consequences. Reference Section II.D. in the Behavior / Infraction Charts.

Physical Contact, Inappropriate (Pushing or Shoving another Student): Any physical contact which has the potential to result in emotional or physical injury. Reference Section I.B. in the Behavior / Infraction Charts.

Plagiarism: Intentionally or unintentionally presenting another's work as your own; using direct quotes, paraphrases and specific ideas of another person without explicit, citation; obtaining and submitting work from the Internet as your own; supplying / selling your work to another; inventing / counterfeiting sources; purchasing or copying pre-written papers, etc. Reference Section II.B. in the Behavior / Infraction Charts.

Racial or Other Discriminatory Slurs: Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, national origin, sexual orientation, disability or religion is prohibited. Any type of racial or other discriminatory slur, regardless of the intent of the speaker, is unacceptable at school, on the school bus, and / or at school-sponsored activities. Reference Section II.E. in the Behavior / Infraction Charts.

Refusal to Adhere to a Staff Member Directive: Open Defiance of a Teacher or any School Employee: A refusal to adhere to a staff member's directive and showing open defiance toward a teacher, administrator, or any school employee will not be tolerated. Reference Section II.C. in the Behavior / Infraction Charts

Removal: An exclusion from a classroom for all or part of a single class period provided such exclusion should not extend beyond ninety (90) minutes.

School Days: Days that school is in session; however, for students who are suspended or expelled, participation in any school activities for the duration of the suspension / expulsion period whether those events occur on school days, weekend days, holidays or school breaks is prohibited.

School-Sponsored Activity: Any activity sponsored, recognized, or authorized by the Board of Education or its administrative agents, including activities both on and off school property.

Search and Seizure: When there are reasonable grounds to believe that a student is in possession of drugs or any object that is illegal or in violation of any Board of Education policy, there is an obligation on the part of the school personnel to search for and seize such drugs and illegal objects. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book bags, books, and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs or other illegal objects will be turned over to the local law enforcement officials.

Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct by an individual is used and/or threatened to be used as the basis for making any educational decisions affecting a student; or
- such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual's ability to participate in or benefit from the education programs; or creates an intimidating, hostile or offensive educational or work environment.
- Sexual harassment includes a wide range of conduct – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Examples of the type of conduct prohibited include: Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and / or academic progress or status.
 1. Unwelcome sexual attention, flirtations and advances, including verbal comments, sexual invitations and leering, unwelcome touching of an individual.
 2. Graphic or verbal commentaries about an individual's body, and / or the use of sexually degrading words to describe an individual.
 3. Displays in the school setting of sexually suggestive objects or pictures, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, cartoons, epithets or gestures.

Reference Section I.H. in the Behavior / Infraction Charts.

Substance-Abuse Assessment: An evaluation conducted by a professional to determine the student's overall health and condition in relation to use of a controlled substance or drug.

Suspension, In-School: An exclusion from regular classroom activities and co-curricular and extracurricular activities for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion does not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed in in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion. In-school suspension is given to students who have committed certain types of infractions. A parent / guardian will be notified of the in-school suspension assignment. The student is usually given 24 hours notice before being placed in in-school suspension; however, the school administrator reserves the right to assign a student immediately if the circumstances warrant placement.

Suspension, In-School - Failure to Serve or Misbehaving During In-School Suspension: Students who do not demonstrate appropriate behavior may be required to serve additional in-school suspension time and / or may be given an out-of-school suspension. Reference Section IV.M. in the Behavior / Infraction Charts

Suspension, Out-of-School: An exclusion from school privileges (academic, co-curricular, and extracurricular) or transportation services only, for no more than ten (10) consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed. No student shall be suspended out-of-school more than ten (10) times or a total of fifty (50) days in one

school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing. Out-of-school suspension is given to students who have committed certain types of major infractions. Out-of-school suspension is for the full 24-hour day(s). Parents / guardians will be informed that the student must remain at home during school hours for the period of the suspension. A student may not enter the school grounds or participate in any school activity held either on or off the school grounds at any time during the period of suspension including the weekend, if applicable.

Suspension, Out-of-School – Violations of (Trespassing): Failure to comply with an out-of-school suspension will result in an extension of the suspension and notification of trespassing to the local law enforcement officials. Reference Section IV.A in the Behavior / Infraction Charts.

Tampering With School Records: Any attempt to change, alter, delete school records, including but not limited to, student permanent records, student non-permanent records, teachers' records, electronic grade book records, etc. Reference Section III.F. in the Behavior / Infraction Charts.

Tardy to Class During the School Day: Students tardy to class during the school day will be issued passes to class only if there are extenuating circumstances that excuse their tardiness. Teachers will not allow students admittance to class without a tardy pass from the office. All unexcused tardies will be considered as unexcused absences to class and may count towards loss of academic credit, as appropriate to the age and grade level of the student. Reference Section IV.G. in the Behavior / Infraction Charts.

Tardy To School: Being late to school, class or an activity without permission of school personnel. Students who arrive to school after the designated start of the school day will not be admitted without administrative approval. Reference Section IV.F. in the Behavior / Infraction Charts.

Technology, Inappropriate Use of in Extended School Community: (Cyberbullying): "Cyberbullying" and / or inappropriate use of technology in the extended school community and in a student's home may be considered "illegal or inappropriate use of the Internet." School administrators will not routinely investigate these infractions; however, all cases of documented "cyberbullying" presented to school administrators by a student, a student's parent / guardian, or a staff member will be referred to the local law enforcement officials for investigation and potential criminal charges. Additionally, discipline for off-campus speech (including that on the Internet) is permitted in cases where a student has threatened school staff or other students; or otherwise severely disrupted the educational process. Reference Section III.B. in the Behavior / Infraction Charts.

Technology, Inappropriate Use of School: Electronic communications systems which include, but are not limited to, the computers, computer systems, software, electronic access privileges, and networks are to be used only for those activities directly related to teaching, learning, and / or management of educational records and data. The equipment, infrastructure, and software are not to be used for personal gain by any student. All users are hereby made aware that all information on the school computers, computer systems, software, electronic access privileges, and networks is in the public domain, unless specifically protected by the

Connecticut Freedom of Information Act. The Salem Board of Education reserves the right to bypass any or all passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks. Use of the computers, computer systems, software, electronic access privileges, and networks is restricted to those students who have signed the Salem School District's Acceptable Use Policy. In the case of minors, the Salem School District's Acceptable Use Policy must also be signed by the minor's parent or guardian. School administrators will make final determination as to what constitutes acceptable use within the meaning of regulations and the penalties for violators. Violators will be held liable for all costs incurred for damage to the communications system. Reference Section III.A. in the Behavior / Infraction Charts.

Telecommunication or Electronic Communication Devices, Unauthorized Use of Such as, but not Limited to Bleepers, Cellular Phones, PDAs: Students may possess a cellular phone or other electronic communication device but may only use said device according to the guidelines set forth in Board of Education policy and school regulations. Standards for the possession and use of non-instructional electronic communication devices have been created and may differ by grade level. Specifically, electronic communication devices may not be used inside the school building or during class inside or outside the building during the school instructional day. Students may use cellular telephones or other electronic communication devices before the start of the school day and after the end of the school day. Reference Section IV.E. in the Behavior / Infraction Charts.

Theft or Possession of Stolen Goods: Stealing another person's possessions is illegal. School administration strongly encourages students to keep expensive items (personal music or other electronic devices, laptops, etc) at home. A student involved in stealing or possession of stolen goods shall receive disciplinary consequences and may be referred to the local law enforcement officials. Reference Section III.G. in the Behavior / Infraction Charts.

Tobacco, Tobacco Products, or Tobacco Paraphernalia, Use or Possession of: There shall be no smoking or any other use or possession of tobacco or tobacco products or tobacco paraphernalia by students at any time, in any school building, on school-provided transportation, or on school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program. The definition of "smoke" or "smoking" means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device. Administrative investigation may determine that a student was smoking based on a preponderance of other evidence. Reference Section I.D and I.E. in the Behavior / Infraction Charts.

Trespassing and Violations of Out-Of-School Suspensions: Unauthorized presence on the school premises while school is not in session is considered trespassing. Students are not allowed on school premises without permission after regular school hours or after scheduled activities in which they are participating. Unsupervised after-school activities are not allowed on school premises. Additionally, students are not allowed on school grounds or to attend school-sponsored activities while serving a suspension or expulsion. Students in violation of this policy will be removed from the premises and may be subject to referral to the local law enforcement officials. Reference Section IV.A. in the Behavior / Infraction Charts.

Truancy: Parents, guardians, or other persons having control of children between the ages of five and eighteen must assure that their children attend school "regularly during the hours and terms the public school in the district wherein such student resides is in session" per Connecticut General Statutes. Students under eighteen years of age are subject to mandatory attendance laws, unless the student is sixteen or seventeen years of age and their parent or guardian consents to their withdrawal, and personally appears at the Board of Education offices and signs a withdrawal form indicating such consent. Connecticut law defines "truant" as a student who has four unexcused absences in a month or ten unexcused absences in a year. A student five to six years of age will not be considered truant if the parent or guardian has appeared personally at the Board of Education offices and affirmatively exercised the option of not sending the child to school at five or six years of age. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative educational program, the student shall not be considered truant. Failure to comply with the requirements that children attend the public schools is a violation of law, unless the parent or guardian provides alternative instruction by enrolling the student in a private school or in a home school program after withdrawing the student from the public school if the student has been enrolled. Failure to comply with this policy will result in consequences. Reference Section IV.B. in the Behavior / Infraction Charts.

Vandalism: The willful destruction or otherwise injuring of property under the jurisdiction of the Board of Education. Any student discovered to have committed an act of vandalism of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for vandalism will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school. Any group or school organization responsible for an act of vandalism will be held liable for damages. (See also Graffiti) Reference Section III.E. in the Behavior / Infraction Charts.

Vehicle: A "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

Verbal Assault or Threatening Physical Harm: Any statement or act, oral or written, which can reasonably be expected to induce apprehension of danger or bodily injury or harm to another person, student or staff member. Reference Section I.C. in the Behavior / Infraction Charts.

Visitors to School During the School Day: All visitors must check in at the school's administrative office upon entering the building. Students are generally not allowed to have guests. If an exception is made, permission must be obtained from the school administrator in advance of the scheduled visit. The school administrator reserves the right to restrict the number of visitors at any time during the school day or the school year. Reference Section IV.C. in the Behavior / Infraction Charts.

Walkouts by Students: Leaving school / classes en masse. Students are expected to behave responsibly and respectfully at all times. Students should obey the rules that govern students' rights of expression regarding issues in the school setting. Therefore, students are discouraged from organizing and / or participating in "walkouts" intended to be disruptive to the educational process. Students' concerns,

interests, and needs regarding issues should be directed to the appropriate staff member or school administration so that resolution to said issues can be sought. Students failing to adhere to these expectations shall be subject to disciplinary consequences. Reference Section II.F. in the Behavior / Infraction Charts.

Weapon: *Any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any knife, including but not limited to any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in*

length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes. All students, staff, and visitors, even those who may have a legal permit to carry a weapon, are strictly prohibited from possessing, conveying, using or storing weapons or look-alike weapons on school property, at school-sponsored events, in or around school-provided transportation. (See also Dangerous Instrument, Deadly Weapon, and Firearm.) Reference Section I.O. in the Behavior / Infraction Charts.