

## Code of Conduct

Penn-Harris-Madison Schools use the Lifelong Guidelines and Life Skills as the basis for its Positive School-Wide Behavior Plans. These plans are unique to each building. The skills and expectations in these plans are taught and reviewed at various times throughout the student's school experience. Expectations, guidelines and skills are posted in every classroom and teachers all expect that children follow them on a daily basis.

The Lifelong Guidelines are: Truth, Trust, Active Listening, No Put Downs, and Personal Best

The Life Skills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, and Caring.

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- on Corporation property at any time;
- during and immediately before and after any Corporation activity at any location;
- traveling to and from the Corporation or to and from a Corporation activity.

Violations of the Code of Conduct may be punishable by suspension, expulsion, or other discipline as determined by the administration. Violations may also be referred to law enforcement agencies where appropriate. The word "school" refers to all corporation properties and activities.

### 1. **Violating school policies, Indiana or Federal law**

2. **Harassing others** (See Board Policy 5517) The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff or any other individuals by any means is not permitted. This includes any communication or action that disrupts a safe positive educational or working environment, regardless of whether the action or communication occurs in school or outside of school. Conduct constituting harassment on the basis of sex may take different forms, including but not limited to the following.

A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.). Directing unwelcome statements, communications, or conduct of a sexual nature to another person.

B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or

insulting gestures, sounds, leering, whistling, etc., to a fellow student, staff member, or other person associated with the Corporation or third parties.

C. Physical Contact: Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

**Other Protected Forms of Harassment including but not limited to: Race, Color, Religion, National Origin, Age, and Disability**

D. Verbal:

Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

E. Nonverbal: Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

F. Physical Contact: Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with a staff member selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on the appropriate form available in the school office and a copy forwarded to Dr. Kay Antonelli, Assistant Superintendent.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

Additional information regarding PHM's Anti-Harassment Policy and the procedures for making and investigation complaints can be found in Board Policy 5517.

3. **Bullying:** (See Board Policy 5517.01) Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. This type of behavior is a form of harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include but not be limited to such behaviors as stalking, intimidating, menacing, coercion, namecalling, taunting, making threats, and hazing. The prohibition on bullying also applies whenever a student is using data or computer software that is accessed through a computer, computer system, or computer network. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-HM School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Cyber-bullying: The use of any data or computer software that is accessed through a computer, computer system, or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the P-H-M School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes he has been or is currently the victim of bullying should immediately report the situation to the building administration, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or school board official. Complaints against the building principal should be filed

with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to promptly report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Reports may be submitted anonymously.

4. **False reporting of bullying.** Students who make false reports of bullying will be subjected to discipline.

5. **Knowingly causing bodily harm to another person.**

6. **Threatening another person with bodily injury.**

7. Use of an object as a weapon; Any object that is used to threaten, harm, or harass another may be considered a weapon.

This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

8. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);

9. Knowledge of deadly or dangerous weapons or threats of violence. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge may subject the student to discipline.

10. Aggressive behavior and fighting; Penn-Harris-Madison Schools promote a safe and orderly environment for all students. Student involvement in fights or verbal confrontations on school grounds, on the school bus, at a bus stop or at any school-sponsored activity will result in disciplinary action. In addition, students will be subject to legal action.

11. Gang-related behavior; Penn-Harris-Madison Schools prohibit all gang related behavior. The School Corporation will vigorously discipline any student who conducts gang related activities at any time when the student is under the jurisdiction of the school, on any school properties, or at any school related function or activity. Examples of gang related behavior include but are limited to the following.

wearing of gang colors;

wearing of any symbols that are known to be associated with gangs;

wearing of any jewelry, clothing, or objects associated with gangs;

creating, distributing, writing, drawing any symbols or having any in one's possession that are related to gangs;

flashing, flagging, or any other signs or symbols by hand or gesture that is related to gangs;

wearing of clothing in such a manner that is associated with gangs, and

any and all other actions, whether written, verbal or non-verbal that is associated with gangs.

Disciplinary action will result for any gang related behavior which may result in suspension, expulsion and referral to legal authorities

12. Possessing, providing, selling or using a drug or any type of drug-related paraphernalia except as authorized by prescription and in compliance with "Use of Medication" Policy found in this handbook

13. Possessing, providing, selling or using any substance or any type of paraphernalia represented to be a drug or drug related paraphernalia

14. Refusing to take a drug test when requested by administration

15. Tampering with the drug test

16. Consuming or being under the influence of a drug or alcohol except as authorized by prescription and in compliance with "Use of Medication" Policy found in this handbook

17. Possessing, providing or selling an alcoholic beverage

18. Possessing, providing, or using tobacco or any tobacco product

19. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.

20. Stealing or damaging school property or property of another person

21. Possession of electronic equipment and cell phones; The school supplies most electronic equipment necessary in school. While students may possess cell phones and electronic devices on school property, students are prohibited from turning on their personal devices or allowing them to be visible during the school day without permission of a staff member. Students may be allowed to use personal or school issued electronic devices during instructional time with the permission of the instructor. The school will not be responsible for lost, stolen and/or damaged phones or electronic devices at school. By bringing electronic equipment and cell phones to school, students consent to the search of their devices for the purpose of determining ownership if the device is lost. In addition, school officials may search a student's electronic equipment and cell phone if there is reason to believe that the device contains evidence of a school rule or state/federal law violation and the search is reasonable in scope. Students using any type of personal electronic device during a class assessment (test, quiz, etc.) may be considered in violation of the academic dishonesty policy. Students using any type of personal

electronic device during standardized assessments (ISTEP+, ECA, Acuity, WIDA etc.) will be in violation of state and local policy. A device that is not put away and/or turned off will be confiscated and returned at the end of the day. A second violation will result in the confiscation of the electronic device, which will only be returned to a parent or guardian. Further disciplinary actions will be taken if the student continues to violate this policy.

#### Important Notice to Students and Parents Regarding Cell Phone Content and Display:

The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual content" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

22. Sexting; Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion, regardless of whether the activities occurred in school or outside of school.

23. Public show of affection; the school does not encourage public displays of affection.

24. Knowingly interfering with school purposes or inducing another student to do so

25. Attempting or conspiring with another person to violate any student behavior standard

26. Knowingly failing to report to scheduled assignment without permission or acceptable excuse

27. Failing or refusing to comply with directions of an adult supervising a class or school activity

28. Leaving a school activity or school property without prior approval of a teacher or supervising adult

29. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in academic dishonesty

30. Materially altering any school document such as a hall pass