

# Southwark Elementary School

*"A Smile is the Same in Any Language"*

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**Mr. Andrew Lukov, Principal**

## Southwark Elementary School Code of Conduct

Southwark believes that the best way to prevent discipline problems is to produce a positive and supportive school environment and an instructional program that keeps students actively engaged at all times. Our teachers have made a pledge to provide this atmosphere for your children. The following Code of Conduct information applies when students choose a disruptive behavior. We ask that parents/guardians partner with us in maintaining this Code of Conduct. Students will always be treated fairly and honestly.

### Level 1 Offenses

The following disruptive behaviors are classified by The School District of Philadelphia as Level 1 Offenses:

- **Failure to follow classroom rules/disruption**
- **Innapropriate dress**
- **Failure to carry hall-pass/appropriate ID**
- **Failure to participate in class/unpreparedness**
- **Truancy/excessive tardiness/cutting class**
- **Possession of Innapropriate personal items**
- **Profane/obscene language or gestures**

Approved Procedures for Lower School:

For any violation of a Level I offense, the teacher is to follow the following progressive discipline procedures to address the student's chosen behaviors:

1. Each day, every child will start with a GREEN light
2. **First Time:** A warning will be given if a child does not follow the class rules
3. **Second Time:** A second warning is given and the child's name is given a YELLOW light. An in-class time out may be assigned to the student
4. **Third Time:** If the behavior continues, a third warning is given and the child's name is given a RED light. A call to the parent is initiated communicating the unwanted chosen behavior and the future consequences if the behavior continues.
5. **Fourth Time:** An EH-20 (pink slip) will be submitted to the principal and/or his designee immediately.

EH-20 consequences include, but are not limited to the following:

- Parent Conference
- Exclusion Letter for Immediate Parent Conference
- Lunch Detention
- In-School Suspension
- Behavior Intervention Class
- Behavioral Referral to RtII

#### Approved Procedures for Upper School:

For any violation of a Level 1 offense, the teacher is to follow the following progressive discipline procedures to address the student's chosen behaviors:

1. **First Time:** Teacher will address the behavior with the student calmly and quietly
2. **Second Time:** Student given a time-out (in-room or with buddy teacher).
3. **Third Time:** Conference with student.
4. **Fourth Time:** After/Before School Detention (Parent/Guardian will be notified)
5. **Fifth Time:** Submit form EH-20 (pink slip) to principal and/or his designee immediately.

EH-20 consequences include, but are not limited to the following:

- Parent Conference
- Exclusion Letter for Immediate Parent Conference
- Additional Before/After School Detention(s)
- In-School Suspension
- Behavior Intervention Class
- Behavioral Referral to RtII

#### Level 1 Offenses with a Level 2 Offense Ceiling

The following disruptive behaviors are classified by The School District of Philadelphia as Level 1 Offenses with the potential to be classified as Level 2 Offenses at the discretion of the principal and/or principal designee:

- **Mutual fighting (without serious bodily injury)**
- **Forgery of administrator, teacher, or parent's/guardian's signature**

#### Approved Procedures

An EH-20 form (pink slip) will be submitted to the principal and/or his designee. The student will receive one or more consequences approved for Level 1 offenses as described above, in addition to an Out-of-School Suspension from one to ten days if the offense is classified as a Level 2 by the principal and/or his designee.

#### Level 1 Offenses with a Level 3 Offense Ceiling

The following disruptive behaviors are classified by The School District of Philadelphia as Level 1 Offenses with the potential to be classified as Level 2 or Level 3 Offenses at the discretion of the principal and/or principal designee:

- **Destruction and/or theft of property (less than \$500)**
- **Sexual act (consensual)**

#### Approved Procedures

An EH-20 form (pink slip) will be submitted to the principal and/or his designee. The student will receive one or more consequences approved for Level 1 offenses as described above, in addition to the following consequences if the offense is classified as a Level 2 or Level 3 by the principal and/or his designee:

- An Out-of-School Suspension from one to ten days; and/or
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer.

#### **Level 1 Offenses with a Level 4 Offense Ceiling**

The following disruptive behaviors are classified by The School District of Philadelphia as Level 1 Offenses with the potential to be classified as Level 2, Level 3, or Level 4 Offenses at the discretion of the principal and/or principal designee:

- **Alteration of grade reporting, excuse notes, and/or school documents**
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#### **Approved Procedures**

An EH-20 form (pink slip) will be submitted to the principal and/or his designee. The student will receive one or more consequences approved for Level 1 offenses as described above, in addition to the following consequences if the offense is classified as a Level 2, Level 3, or a Level 4 by the principal and/or his designee:

- An Out-of-School Suspension from one to ten days; and/or
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer; or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for a Disciplinary School Assignment (Grades 6-8 only).

#### **Level 1 Offenses with a Level 5 Offense Ceiling**

The following disruptive behaviors are classified by The School District of Philadelphia as Level 1 Offenses with the potential to be classified as Level 2, Level 3, Level 4, or Level 5 Offenses at the discretion of the principal and/or principal designee:

- **Innapropriate use of an electronic device**
- **Harassment (Including Sexual Harassment)**
- **Bullying/Cyberbullying**
- **Intimidation**

#### **Approved Procedures**

An EH-20 form (pink slip) will be submitted to the principal and/or his designee. The student will receive one or more consequences approved for Level 1 offenses as described above, in addition to the following consequences if the offense is classified as a Level 2, Level 3, or a Level 4 by the principal and/or his designee:

- An Out-of-School Suspension from one to ten days; and/or
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer; or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for a Disciplinary School Assignment (Grades 6-8 only). and/or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for an Expulsion.

#### **Level 2 Offenses with a Level 4 Offense Ceiling**

The following disruptive behaviors are classified by The School District of Philadelphia as Level 2 Offenses with the potential to be classified as Level 3 or Level 4 Offenses at the discretion of the principal and/or principal designee:

- **Threatening students/staff with aggravated assault**
- **Destruction and/or theft of property (totalling \$500 or more)**
- **Breaking and entering school property**
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- **Mutual fighting (w/ documented serious bodily injury)**
- **Simple assault**

#### Approved Procedures

For any violation of the above category, a student will face an Out-of-School Suspension from one to ten days, in addition to:

- Behavioral Referral to RtII;
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer; or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for a Disciplinary School Assignment (Grades 6-8 only).

#### Level 2 Offenses with a Level 5 Offense Ceiling

The following disruptive behaviors are classified by the School District of Philadelphia as Level 2 Offenses with the potential to be classified as Level 3, Level 4, or Level 5 Offenses at the discretion of the principal and/or principal designee:

- **Robbery**
- **Extortion**
- **Possession of Alcohol and/or drugs**
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- **Reckless endangerment**
- **Sexual act (non-consensual)**
- **Possession or use of fireworks/incendary devices/explosives**
- **Assault on school community member(s)**
- **Instigation and/or participation in a group assault**

#### Approved Procedures

For any violation of the above category, a student will face an Out-of-School Suspension from one to ten days, in addition to:

- Behavioral referral to RtII;
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer; or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for a Disciplinary School Assignment (Grades 6-8 only); and/or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for an Expulsion.

### **Level 3 Offenses with a Level 5 Offense Ceiling**

The following disruptive behaviors are classified by the School District of Philadelphia as Level 3 Offenses with the potential to be classified as Level 4 or Level 5 Offenses at the discretion of the principal and/or principal designee:

- **Aggravated assault**

#### **Approved Procedures**

For any violation of the above category, a student will face an Out-of-School Suspension from one to ten days, in addition to:

- Behavioral referral to RtII;
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer; or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for a Disciplinary School Assignment (Grades 6-8 only); and/or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for an Expulsion.

### **Level 4 Offenses with a Level 5 Offense Ceiling**

The following disruptive behaviors are classified by the School District of Philadelphia as Level 4 Offenses with the potential to be classified as Level 5 Offenses at the discretion of the principal and/or principal designee:

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- **Possession of a weapon**

#### **Approved Procedures**

For any violation of the above category, a student will face an Out-of-School Suspension from one to ten days, in addition to:

- Behavioral referral to RtII;
- A referral to the Office of Hearings and Expulsions with an administrative recommendation for a Contract with Intervention or a Lateral Transfer; or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for a Disciplinary School Assignment (Grades 6-8 only); and/or
- A referral the Office of Hearings and Expulsions with an administrative recommendation for an Expulsion.

#### **A. DETENTIONS**

Detentions, before school, lunch-time, and after-school, may be assigned for Level 1 offenses. Students are required to report to detention on time and bring materials that can be used for studying. Students are to remain silent, but sleeping is not permitted. Students must observe the Code of Conduct while serving a detention. Students, who fail to serve assigned detentions or who accumulate an excessive number of detentions, will be subject to further disciplinary action.

#### **B. IN SCHOOL SUSPENSION (ISS)**

Students who reach this consequence through progressive disciplinary measures will be placed in an identified teacher's room for the entire day. Students are to receive class work in the morning from his/her teacher(s) and report to the identified classroom where they are required to sit in the

back of the class and complete all work in a quiet and respectful manner. Students will shadow the class for the day and are not permitted to rejoin their rostered class. Any student who does not meet the expectations of the ISS, will automatically receive an out-of-school suspension for one day.

**C. OUT OF SCHOOL SUPENSION**

The purpose of an out-of-suspension is to have both the student and parent recognize that the student was engaged in some type of serious, disruptive, non-acceptable behavior. Therefore, if suspended, a student will only be reinstated after his/her parent or legal guardian sees Mr. Lukov and/or his designee. **Brothers, sisters, aunts, uncles, and other relatives or friends of the family are not permitted to reinstate suspended students, unless they are legal guardians. Further, phone calls are not acceptable for reinstatement.**

Students who are suspended are not permitted in the building or on school grounds. Nor, may they participate in any school activities, including after-school programs. Students who are suspended and are found on school grounds are considered trespassing. Failure to comply will result in further disciplinary action.

**D. TRANSITION PROCEDURES**

Sixth through eighth grade students with a pattern of disruptive behavior and/or serious violations of the Code of Conduct will be referred to the Office of Student Discipline, Hearings and Expulsions. Students who are referred receive full due process, including a hearing to determine whether a student will be transferred to a disciplinary school. Students referred for a hearing will be suspended. Students in grades K-5 do not go through the transition process. They are referred through the Response to Instruction and Intervention (RtII) process. Tier 3 of this process may include a referral to Crossroads Academy which is a district-managed alternative setting for students have been referred through the RtII process, providing a program for educational, social, and emotional development.