

ST. STEPHEN'S SCHOOL
MIDDLE SCHOOL CONDUCT CODE
2011-2012



REVISED AND UPDATED
AUGUST 2011

Students and Parents should read this Code of Conduct, and then sign and return the acknowledgment form on the last page. Failure to sign the acknowledgment page or to read this Conduct Code does not excuse students from its provisions and consequences.

*****NOTE: A great deal of renovation will be going on this year and next. Construction sites are fenced off and marked. Students are strictly prohibited from construction sites at all times.*****

1. When enforcing this Conduct Code, St. Stephen's Middle School does not discriminate on the basis of race, religion, gender, national origin, disability, or sexual orientation.

2. **This Conduct Code is not a contract.** St. Stephen's Middle School reserves the right to amend or withdraw this conduct code at any time without notice. The policies in this conduct code apply to all middle school students on and, in certain circumstances, off campus, and are intended to supplement all other stated and written middle school policies, rules, and procedures. If a conflict between this Conduct Code and any other Handbook should arise, the Dean of Students will determine the appropriate application according to the circumstances.

Students may be subject to campus, classroom, or organizational rules in addition to those found in this Conduct Code. Depending on the nature of the misconduct, students may face consequences under these additional rules as well as possible disciplinary action under the Conduct Code.

In situations where students engage in conduct that is not specifically addressed in this Conduct Code, they may be disciplined if the conduct interferes with the educational process or learning environment or is harmful to students or school.

3. PURPOSE

This Conduct Code is enforced in order to promote a safe and secure learning environment for our students. Because middle school kids are developmentally quite different from their upper school counterparts and have a separate, if not unique, set of disciplinary issues, it is reasonable for them to be guided by their own Conduct Code. Students who violate the rights of others and/or who violate classroom, extracurricular, or campus rules and/or state and federal law shall be subject to appropriate disciplinary measures. Actions provided for in this Conduct Code are designed to deter misconduct, to help students learn self-discipline, to redress wrongs, and to instill in students a sense of their shared responsibility as honorable citizens of our school community.

4. SCHOOL HOURS OF OPERATION

The Middle School is open 8-4:45 M-TH, and 8-4 on Friday. **Students may not remain in Gunn Hall after 4:45 pm M-Th and after 4 pm on Fridays.**

5. NOTICE OF DISCIPLINARY ACTION

The primary means of communication at St. Stephen's School is electronic. The Dean of Students shall attempt to notify parents regarding disciplinary issues by e-mail within two school days.

6. ELECTRONIC DEVICE (CELL PHONE) POLICY

Use and possession of cell phones during the school day (8-3:35) is prohibited. Phones must be kept in student lockers. I-pods and other (music-playing) devices are prohibited at all times. Students who bring phones to school do so at their own risk. St. Stephen's School does not assume responsibility for loss, damage, or theft of any device brought to school. The study hall has a phone for student use.

First violation: device confiscated and kept in Dean's office until a parent retrieves it;

Second violation: device confiscated and kept in Dean's office for **one** calendar week (seven days) after which a parent may retrieve it; AND one-hour detention;

Third violation: device confiscated and kept in Dean's office for **two** calendar weeks (fourteen days) after which a parent may retrieve it; AND **two** one-hour detentions;

Fourth violation: device confiscated and given to a parent; student loses privilege to bring phone to school for the rest of the school year; AND **one day** of in-school suspension.

7. ADMINISTRATIVE DISCRETION

The Middle School Dean of Students and Middle School Head have sole discretion in all disciplinary matters involving middle school students. The Dean of Students reserves the right to:

- question students without parental consent or notice
- confiscate restricted or dangerous items
- search students and their belongings
- search lockers
- revise or amend this code during the school year
- take any reasonable action deemed necessary to protect the safety and security of students and/or the school

8. BASIC SCHOOL RULES

Schools are places of learning. For students and schools to succeed, courtesy, respect, and diligence are essential and expected at all times. **Violation of the following rules may result in disciplinary consequences, ranging from verbal warning to dismissal from school and/or non re-invitation.**

- I. **Students shall act honorably, responsibly, and respectfully.**
Students shall obey all school, academic, classroom, and athletic rules.
- II. **Students shall attend—on time and prepared—all classes, lessons, appointments, and conferences.** *This includes study hall, Chapel, lunch, PE, athletics, advisory, and any meeting called by a teacher or school official. Any student found to be absent without permission may be subject to serious disciplinary consequences, including suspension and/or dismissal.*
- III. **Students shall respect the person, rights, and property of others.** *Do not go into another's locker or take without permission any item that does not belong to you. Unwanted physical contact is prohibited and may result in serious consequences. Damage to school property may be billed to student accounts. Put your name in your books and supplies.*
- IV. **Students shall dress in accordance with the Dress Code.**
- V. **Students shall tell the truth at all times.** *When asked, students shall tell the whole truth the first time.*
- VI. **Students shall not use, possess, sell, distribute, or deliver any illegal substance, including alcohol, tobacco and tobacco products, and prescription or OTC medications meant for another person. All prescription and OTC medications to be taken during the school day must be kept in original container and dispensed by our health-center staff.** *Students in the presence of others in possession, etc., of any illegal substance shall be held accountable for their involvement.*
- VII. **Students shall complete all academic assignments to the best of their ability with no help from any other person or resource unless explicit permission to do so has been given by the classroom teacher.**
Students are required to complete all work missed due to absence in the manner and within the time limits prescribed by the classroom teacher. Students shall clear Incompletes as soon as possible and shall remain in proctored study halls until Incompletes shall have been changed officially.
- VIII. **Students shall use all computers, Internet, and electronic mail in accordance with the Appropriate Use Policy.** *Students shall not use technology resources (phones, computer, Internet, e-mail, etc.) to send group e-mails or spam; or any intimidating, offensive, rude, threatening, or*

*degrading messages to another student. Students shall not use the school's technology resources (e-mail, for example) **at home** to send offensive, intimidating, or threatening messages to other students. Students shall not photograph anyone without permission or post photos or any other personal information without permission. Students shall not give their log-in information to other students or leave e-mail or network accounts open: they shall always sign out when finished.*

IX. Students shall comply with all safety instructions, drills, and use all required safety equipment. *Students shall wear or use all safety equipment when required in Science classes or during athletic practices or competitions. Students shall avoid the fire trail and construction sites at all times and not wander the campus without permission.*

X. Students shall not leave campus without permission for any reason. *Students must sign out when leaving school during the academic day (8-3:35) and sign in on their return. The sign-out book is kept on the administrative assistant's desk.*

9. HONOR

In a community such as St. Stephen's, the growth, fulfillment, and happiness of an individual depend on that community's commitment to integrity and to mutual respect. It is expected that every person at St. Stephen's can be taken at his or her word and that no one will knowingly misrepresent a situation. Schoolwork that students submit will be assumed to be their own. A person's work and his or her signature are expressions of an inward commitment to truthfulness. A misuse of these not only affects an individual's credibility but it also tears at the very fabric that binds a community together. Therefore, a lack of integrity or mutual respect will be taken very seriously and dealt with accordingly.

We assume that everyone will take responsibility for his or her own actions. An unwillingness to do so will be considered a serious violation of the trust placed in him or her by the community.

10. ACADEMIC HONESTY

Honesty in academic work is expected of all students at all times at St. Stephen's. In the broadest terms, academic dishonesty is the submission as one's own work of material that is not one's own. We divide academic dishonesty into three categories. To help clarify the specifics within these categories each academic department publishes its own policy regarding academic honesty.

1. **Cheating**—The giving, receiving, offering, or asking for any information for any assessment, examples of which are exam, test, or quiz.

2. **Plagiarism**—The appropriation of passages, either word-for-word or in substance, from the writings of another and the incorporation of those passages as one's own. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by use of quotation marks and correct citations. Plagiarism may come about through carelessness or ignorance. Every student, however, may free himself or herself from uncertainties on this score by following the simple general rules listed below.

* *direct quotation*—When the exact words of an author are used. Every quoted passage must be placed within quotation marks and be followed by citation of the source and its page number.

* *indirect quotation*—When summarizing or paraphrasing the words of an author, give a citation of the source and its page number.

* *general acknowledgement of indebtedness*—When general use is made of the thoughts, ideas, or information to be found in another person's work, always include citations directing the reader to the appropriate sources and their page numbers.

3. **Collusion**—Excessive collaboration or work with another individual that results in a product that is no longer considered one's own.

To help clarify the expectations for each individual assignment, teachers will use the following designations when making out-of-class assignments.

- **Independent**—no collaboration, consultation, editing or guidance from another person; all work must be entirely the student's own
- **Collaborative**—working with another is permitted, keeping in mind our guidelines for tutors and outside help
- **Sourced**—with the use of approved outside sources, provided proper citation is used
- **Unsourced**—no consultation of outside sources (books, magazines, internet or otherwise)

Consequences for Academic Dishonesty

Minor Violations

If a student has an academic honesty violation on a minor assignment (homework, for example), the consequences will be determined by the individual teacher in consultation with the Department Chair and in accordance with departmental policy.

Major Violations

If a student has an academic violation on a major assignment (test, paper, or project, for example, or multiple violations on minor assignments), he/she will appear before an Honor Committee made up of the Academic Dean in the Upper School, Division Head in the Middle School, Department Chair and one faculty member from an appointed pool.

The committee will hear the specifics of the case while also considering the student's previous disciplinary record, patterns of similar behavior, motivation and intent behind the offense and overall honesty and decide upon consequences. **For a first offense, disciplinary consequences will range from a warning to suspension. On a second offense, the minimum disciplinary consequence will be suspension from school with dismissal as a likely outcome. There will often be academic consequences as well.**

Citation Errors

Citation errors will be handled by the individual teacher in consultation with the Department Chair. Consequences for these offenses will be strictly academic in nature.

11. EXCUSED AND UNEXCUSED ABSENCES

The School's faculty-endorsed attendance system reflects the fact that student attendance in class and at other required events is absolutely essential. The St. Stephen's experience is based on student participation and student-faculty relationships, and the value of classes, athletics, advisory/chapel, community meals, and other school-sponsored activities extends far beyond grades given on a transcript. Failure to meet attendance obligations may result in academic and disciplinary consequences.

Excused Absences:

Absences due to school athletics, school-related activities, illness, doctor's appointments, and family emergencies are excused. For planned doctor's appointments, the student must provide a doctor's excuse. To inform us of appointments, call the administrative assistant, Ms. Morgan Stokes, 327-1213 x218, **before** the student is scheduled to leave campus. In the case of illness that does not require a doctor appointment, parents should call us by 8:15 a.m. In both cases inevitable attendance problems will arise if parents do not provide proper and timely communications.

Unexcused Absences:

Absences for which no legitimate or timely excuse is presented are **unexcused**. For all academic classes, unexcused absences will be treated as follows:

- a. No credit will be given for homework, quizzes, or other daily assignments missed.
- b. For major assignments and examinations, **the student will receive the lowest failing grade offered by the academic department.**
- c. Teachers are under no obligation to give conferences to cover missed material.

Excused Absences Requiring Prior Notification:

Absences due to religious holidays, planned surgeries, and medical emergencies are excused. Other absences involving important family business such as funerals, weddings, and family illnesses are also excused.

In these cases, students are required to obtain an Absence Notification-Excused form from the administrative assistant prior to the absence. First, parents must notify the school **one week prior to the absence** and explain the reason and duration of the requested absence. Then the student must obtain the signed form, have their teachers sign the form, and return the completed form to the administrative assistant before the absence is taken. **Failing to meet these requirements will likely result in the absence being considered unexcused.**

In the case of excused absences, students are allowed to make up all missed assignments by arrangement with their teachers prior to their absence.

Unexcused Absences Requiring Prior Notification:

Absences requested by parents in advance that are not approved by the administration will be classified as “Unexcused/Prior Notification.” Students must obtain an Absence Notification-Unexcused form from the administrative assistant and have it signed by teachers before taking the absence.

“Unexcused/prior notification” absences will be treated as follows:

- a. Student receives no credit for homework, quizzes, or other daily assignments missed.
- b. Examinations and other major assignments must be completed prior to the student’s absence in order to receive credit.
- c. Teachers are under no obligation to give conferences or review to cover missed material.

Requests for early departure or late return from vacations to facilitate travel arrangements will be considered “Unexcused/Prior Notification” absences. Please make all travel arrangements for major vacations well in advance to coincide with the dates and times set by the school.

Excused Traveling Absence For Winter Break and Spring Break Requiring Prior Notification

Absences requested by boarding students in advance, whereupon the student needs extra travel time to avoid late evening arrivals and having to spend the night un-chaperoned, will be considered for the day Winter Vacation begins and for the day Spring Break begins. The appropriate form must be signed by teachers and returned to the administrative assistant before the absence is taken.

12. LIMIT ON EXCUSED AND UNEXCUSED ABSENCES

Attending class is crucial for mastering the skills and content of St. Stephen's coursework. There is a point at which absences become so excessive that students may not receive academic credit for their work. Additionally, they may no longer receive help from teachers to review material, and could be withdrawn from St. Stephen's and/or not invited back.

Students whose total absences reach **10%** of the total number of classes will be reviewed by the administration. Consequences and/or restrictions may result from this review.

Students whose total absences reach 15% of the total number of classes are subject to very serious consequences, including, but not limited to,

- 1) Restriction from extracurricular trips or activities that involve missing class.
- 2) Teachers' no longer being required to meet with student to get caught up and/or review missed assignments and material.
- 3) Loss of academic credit for courses in which absences exceed 15%.
- 4) Dismissal from school and/or not invited to return next year.

For a school year of 165 days, 15% is reached when a student with a five-class schedule misses a total of 124 classes, including study halls and PE, or a total of 148 for a student with a six-class schedule. The administration reserves the right to deal with each student on a case-by-case basis and to make recommendations based on the unique circumstances of each individual student's attendance record.

This policy includes ALL absences whether unexcused, excused, and/or school-related absences. Students whose absences are due to medical conditions or medical leaves fall under this policy and its consequences.

13. GENERAL AUTHORITY

In addition to the disciplinary authority established for misconduct as described within the Conduct Code, the school has general disciplinary authority over a student at the following times:

- At any time during the school day

- While traveling to and from school or school activities on school or private transportation
- While attending any school-sponsored or school-related activity, regardless of time or location
- As provided for in extracurricular or organization handbooks, by-laws, or constitutions
- While on school property
- For any school-related misconduct, regardless of time or location
- When off-campus conduct interferes with the educational process or learning environment at school. For example, but not limited to, using Instant Messaging, e-mail, Facebook, text messaging, or other media off campus to intimidate or harass or threaten another student.

14. SEARCHES

In order to maintain a safe and secure learning environment for all students, the school has the right to search a student's clothing, personal property, vehicle, or other method of transportation whenever there is reason to believe the search will reveal items restricted by the school. When feasible, the Dean will seek permission to conduct the search and state in general terms what items he reasonably expects to find. Failure to give permission may lead to disciplinary consequences. School property used by the student (such as lockers or desks) may be searched at any time if there is reasonable cause to believe the property contains items prohibited by the school. Students may be disciplined for possession of restricted items discovered during a search.

15. RESTRICTED ITEMS

The safety and well being of our students is our primary concern at all times. The following items are considered by the school to be inherently dangerous or inappropriate for use or possession at school, and are therefore **STRICTLY PROHIBITED: their possession, use, distribution, sale, delivery, or consumption may lead to immediate confiscation and suspension, expulsion, or other disciplinary action.**

- any firearm, as defined by state or federal law
- an illegal knife, a club, or a prohibited weapon, as defined by state law
- ammunition, shells, or bullets
- BB gun, air gun, or stun gun
- fake or "look-alike" weapons
- razor blades, box cutters, or chains (not jewelry)
- drugs and controlled substances (including prescribed or OTC medications)¹

¹ All authorized prescription medications are to be kept in and dispensed by the infirmary (if they are to be taken during the school day). Failure to report to the infirmary to take medications may be treated as a disciplinary matter.

- look-alike drugs and controlled substances or items attempted to be passed off as drugs, including non-prescription drugs, medications, anabolic steroids, or herbal or dietary supplements except as permitted by school policy
- prescription drug(s) which belong to another person
- drug paraphernalia, such as pipes, rolling papers, syringes, pacifiers, and needles
- alcohol or alcohol products
- tobacco and tobacco products (e.g. cigarettes, cigars, chewing tobacco)
- explosives or an explosive weapon
- fireworks or any pyrotechnic device
- smoke or stink bombs
- pepper spray or other small chemical dispenser sold commercially for personal protection
- matches or lighters
- flammable agents (e.g. gasoline or lighter fluid)
- laser-pointers
- glue, aerosol paint that can be inhaled, or any abusable volatile chemical
- material that is sexually-oriented, pornographic, or reveals a person's private body parts
- material, including published or electronic items, that promotes or encourages illegal behavior or could threaten school safety
- a hit list, defined as an oral or written list of people targeted to be harmed, using a firearm, a knife, or any other object or method intended to cause bodily or emotional harm.

16. BOUNDARIES AND RESTRICTED AREAS; RETURNING TO CLASS

Students will be held responsible for being where they should be and for avoiding areas without adult permission and supervision. Students shall not leave the Gunn hall area during the school day (8-3:35), unless they have permission or are required to do so by their schedule. Clayton and middle school gym, their associated buildings, locker rooms, and athletic fields are off limits at all times unless an adult is present and supervising, including free-time after lunch. **Construction sites are off limits at all times.**

Students shall return directly to the class or study hall from which they left to visit health center, library, bookstore, computer lab, or teacher conference. They may not make detours to places for which they were not given explicit permission. Violation of this policy may result in very serious consequences, as not being where you should be raises real safety concerns. **If a lesson or appointment is canceled or finishes early, students are expected to report to study hall unless they have honor roll privileges.**

17. DISCIPLINE ACTIONS AND CONSEQUENCES

The school reserves the right, in its sole discretion, to determine and assess an appropriate response to conduct (whether comprised of an individual act or a series or pattern of acts or conduct), up to and including suspension, expulsion and refusal to re-invite a student to return for an ensuing academic year. Nothing in this Code of Conduct, the Student Handbook, or any other written or verbal statement from the school or any of its employees, representatives or agents is intended in any way to limit or restrict the school's ability, authority and discretion to determine an appropriate response to any conduct on the part of any student. Students who repeatedly break school rules or who fail to adhere to basic expectations shall be subject to administrative review and may receive further consequences, end-of-year review, loss of re-invitation the following year, suspension, and/or expulsion.

The common claim that "I was only joking" or "I was just kidding" will NOT be accepted as an explanation, excuse, or a mitigation of consequences. Students are held responsible for what they say, do, and don't do, and harm cannot be undone by simply claiming it was all "just a joke."

18. SEVERE CLAUSE

Any student engaging in physically or verbally abusive behavior, or posing a real or perceived threat to the health, safety, or emotional welfare of another person, may be subject to immediate suspension, psychological intervention, expulsion, and/or may be denied re-invitation. The student may be required to meet with the school counselor or a mental health professional referred by the school counselor and remain separated from the school until such time as a mental health professional can assess the student's emotional and psychological readiness to return to school. The school may require that other conditions be satisfied before the student is allowed to return to school.

19. PRECEDENCE OF CONSEQUENCES

Disciplinary consequences take precedence over ALL other extracurricular activities, including athletic practices, lessons, rehearsals, off-campus activities and lessons. Consequences are usually postponed in the case of games and performances at the discretion of the Dean. Students with conflicts MUST discuss the matter with the Dean prior to the assigned time for the consequences in order to be excused. Skipping consequences without permission from the Dean may result in additional disciplinary action.

20. REFERRAL TO DEAN

A teacher may send a student to the Dean:

- to maintain effective discipline in the classroom
- when a student violates the Conduct Code
- when a student's behavior repeatedly interferes with the teacher's ability to teach or with the learning of other students
- when the behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach or with the learning of other students

Students asked to leave class shall report directly to the Dean's office. If the Dean is not in the office, the student should wait until he returns. A student removed from class may not return to that class until having seen the Dean, unless otherwise directed by the classroom teacher.

21. END-OF-YEAR REVIEW

At the end of the year the middle school faculty discusses student promotion and re-invitation. The faculty considers students' academic, disciplinary, and overall presence at school, and then votes to re-invite or deny re-invitation.

Students who receive a grade of U or X in two classes for the year or who fail to meet disciplinary expectations or to make sufficient academic progress may be denied re-invitation. Students referred to the Dean **three times** during the school year will be discussed automatically at the end-of-year review. At that time, the faculty may vote against the student's re-invitation. **Students may be denied re-invitation based on repeated misconduct or a single incident.**

22. DETENTION

Detention runs from 3:45 to 4:45 on designated days and takes precedence over all other extra-curricular activities, on campus or off. Detentions assigned before lunch are to be served that same day; after lunch, the next day. Students who arrive late for detention may be asked to make up the missed time. Any changes to the above must receive prior approval from the Dean. During detention, students shall complete academic work without talking or visiting with other students.

23. IN-SCHOOL SUSPENSION

In-school suspension runs from 8 to 3:35. Students do not attend Chapel. There is no academic penalty for ISS, as students are allowed to complete work and take quizzes or tests in ISS. At 3:35 students are dismissed and are expected to go home, as they are not eligible for any extra-curricular activity the day of ISS, including games and performances. During ISS students may not have any contact with other students and must stay in the designated ISS area. Teachers are informed of the ISS and bring work (tests or quizzes) during the day.

24. STUDY HALL

All sixth-graders attend proctored study hall the whole year. New students are placed in study halls for the fall term, and may earn honor roll privileges for the winter and spring terms. Seventh- and eighth-graders may have honor roll privileges if they made Honor Roll the previous term. **ALL students are placed in proctored study halls during non-PE 8th periods in order to create a more conducive environment for study.** Study hall is viewed like any other class in the schedule. You must be on time, bring all necessary materials and assignments, sit quietly, and work the whole period. If you have no homework, read a book. **You may not leave study hall without your proctor's permission. If your proctor is late, wait in the study hall until the proctor arrives before leaving, or get an administrator's permission to leave.** Missing study hall is the same as missing an academic class. You may not go to the computer lab or work with another student unless you **already** have a note from the teacher giving you permission to work in the lab, etc. You will not be allowed to go "hunting" for a teacher for a note to go to the lab or to work together.

If you have earned honor roll study hall, you are expected to study QUIETLY in the **Gunn Hall area, inside or outside**. If you are noisy, you may be asked to join a study hall.

25. HARASSMENT

It is the policy of St. Stephen's School to maintain a learning environment that is free from harassment or unwelcome attention because of an individual's race, color, national origin, ethnic background, sex, religion, or sexual orientation. St. Stephen's School prohibits any and all forms of harassment because of race, color, national origin, ethnic background, sex, religion, or sexual orientation, as defined by the school's harassment policy. Anyone who believes he or she is being harassed or receiving unwelcome attention should notify a school official immediately to report the incident(s).

26. HOMEWORK

Homework is an integral part of classroom success. It is the student's own responsibility to know what homework is assigned and when it is due. Students will be assigned homework regularly and are expected to complete it to the best of their ability without receiving unauthorized help from parents, friends, or other students. When students turn in homework, they are presenting it as wholly their own work. **Any deviation from this may constitute a violation of the school's academic honesty policy** (see [Academic Honesty](#) policy above). Individual teachers discuss homework expectations and standards with their classes. Students who repeatedly miss coursework or who fail to complete assignments in accordance with teacher expectations and/or standards will be subject to disciplinary action in addition to any academic consequences deemed appropriate by the teacher.

27. MAKE-UP WORK

Students are expected to make up all coursework and assessments missed during absence. They should meet with **teachers as soon as possible** after they return to make arrangements for completing missed items.

NOTE: If students miss a TEST due to excused absence, they may be expected to take that test the day they return from absence, unless other arrangements are made with teacher.

28. TEACHER TARDINESS OR ABSENCE

Students have an important role to play when a teacher is absent. **If a teacher is absent when you arrive, wait in class for ten (10) minutes, and then one student should report the absence to Administrative Assistant, Dean of Students, or Head.** One of them will take roll and give instructions. While you are waiting for someone to come, please keep noise to a minimum so as not to disrupt the class next door. This is the only acceptable procedure. **You may not assume the class is dismissed and then go to the library, the student center, bookstore, or anywhere else.**

29. DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a distraction to themselves or others. The school prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with the learning environment. Students are checked daily and will be asked to change clothing that does not meet the code.

If a student cannot find appropriate clothing at school, a parent may be called to bring suitable clothing. If the clothing is not changed by lunch, a detention may be assigned. **Repeated violations of the dress code will be treated as a disciplinary issue.**

30. PROHIBITED APPAREL OR ITEMS

The middle school prohibits pictures, emblems, or writings on clothing that:

- are lewd, offensive, vulgar, or obscene by community standards
- advertise or depict tobacco products, alcoholic beverages, drugs, any other prohibited substance, violence, racism, or homophobia

The following items may NOT be worn:

- mini-skirts (hem must be below finger-tips when arms are hanging straight down), Soffes, and short-shorts (inseams must be at least **five inches** when rolled: not five inches and then rolled up)

- clothing that is visibly worn out, frayed, or has holes (even if they were that way when you purchased them!)
- spaghetti straps, tank tops (of any size straps), halter tops, low-cut shirts, muscle shirts (**even if covered by a sweater or other shirt**)
- exposed undergarments. (All shirts must be long enough to be tucked in.)
- see-through garments
- athletic shorts (basketball shorts with or without pockets), warm-up pants, tennis shorts or any other athletic or PE attire
- clothing that resembles warm-up attire
- body piercing, tattoos, and tongue rings
- authorized clothing worn too tightly, too loosely, or in an overtly sexual manner (pants or shorts that hang down about your knees)
- hats in class, study hall, Chapel, or dining hall.

31. TECHNOLOGY ACCEPTABLE USE POLICY

PURPOSE OF THE POLICY:

Information technology is woven into the fabric of the school community. The different constituencies of the school are tightly bound together through substantial increases in the speed and amount of electronic communications and online content. The depth and breadth of the academic program has expanded due to faculty integrating digital resources into the curriculum. Paper-based administrative processes have been largely replaced by electronic processes. The use of personal electronic devices on campus has increased dramatically. It is important that we recognize the benefits and the challenges of information technology in a constructive way that supports the core values, the mission statement, and strategic priorities of the school. To that end, this policy establishes guidelines to enable users of technology at St. Stephen's to work and learn effectively with technology.

The policy outlined below applies to all technology use including, but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

ETHICS AND EXPECTATIONS:

Users are bound by the same ethics and expectations concerning online environments and in electronic communications as they are in physical campus environments and face-to-face conversations and personal relationships. It is expected that users will use information technology in a way that supports the values of the school and does not detract from the quality of the academic program. The appropriate use of computer and communications technologies should uphold the principles of respect for self, respect for others, and respect for the community.

Faculty/staff and students must refrain from inappropriately communicating with each other, including, but not limited to, electronic communications such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

The scope of computer and communications use covered by this technology appropriate use policy mirrors the jurisdiction defined in “School’s Jurisdiction” in the Student, Faculty and Employee Handbooks. It is an important lesson to learn how to use information technology in a constructive way. If a student’s use of personal technology items is disruptive, faculty are expected to take the device from the student and turn the device in to the appropriate Dean of Students for possible disciplinary action. Additionally, if a student’s use of a school-owned technology item is disruptive, faculty are expected to intervene and follow up with the appropriate Dean of Students.

TECHNOLOGY USE GUIDELINES:

The school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers, networks and infrastructure. Inappropriate technology usage involving violations of major school rules are not limited to the use of St. Stephen’s technology but will include technology usage that falls within the definition of the school’s jurisdiction that is stated in the Student Handbook. This definition may be found in the Rules and Expectations section of the Student Handbook. The following rules provide guidance for acceptable use but are not meant to be the sole jurisdictional limits of this policy:

Student academic work always takes priority over non-academic use of school computers. A student who is using a computer for non-academic purposes should allow a student who needs the computer for academic work to use a computer if other computers are not available.

Users must not post, publish, forward or display any defamatory, violent, abusive, profane or sexually oriented language or material. Users must not knowingly or recklessly post, publish or forward false information about any persons, students, staff or any other organization. Users should not use technology to harass, bully, deceive, intimidate, offend, embarrass or annoy any individual. Users must not misrepresent or impersonate another person by creating imposter accounts or using another person's legitimate account.

Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual. Maintaining, posting, or forwarding material to a Web site or blog that creates a risk of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy.

Users' login information is confidential and must not be shared with anyone else other than technology staff to resolve an access issue. It is a violation of the Acceptable Use Policy for users to attempt to circumvent content filtering, bandwidth shaping, network security or other network controls, or local computer security. Users must not attempt to circumvent passwords, or in any way try to gain access to secured resources, another person's files or another person's password.

It is also a violation of the Acceptable Use Policy to deface or damage computers or any other component of the information technology infrastructure. Students must not disconnect the mouse, keyboard or other peripheral device or cable from a computer. Students may not use the computers in a way that will damage them immediately or over time. Students must not install, delete, reconfigure, or modify any software or files on school equipment without permission. If a computer is not working correctly, that should be reported to the Technology Department.

It is a violation of the Acceptable Use Policy to use another person's computer, or to access the computer through a network, without the permission of the owner. This rule extends to other personal electronic devices including, but not limited to, PDAs, cell phones, and pagers. Likewise, when a user allows another person to use his or her computer or other electronic device, the lender is expected to ensure that the computer or device is used appropriately. The school reserves the right to restrict the network connection of a user's personal computer or device if the device is the cause of a negative impact on the computing experience of the community. If the device is used in a way that violates the AUP, the device will not be allowed to be used.

Because it may threaten St. Stephen's non-profit status, users must not use the school's information technology infrastructure for personal gain. This includes, but is not limited to, selling items at online auction or classified sites.

The use of the school's network to participate in illegal activities is strictly prohibited. All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from school without expressed permission of the owner is a violation of Federal Law.

REPORTING VIOLATIONS OF THE AUP:

If a student feels that he or she has been treated disrespectfully, the appropriate response is to take the matter to the appropriate Dean of Students. Violations of the above rules will be dealt with by the respective Dean of Students.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school or civil authorities may result.

If a faculty or staff member, or other adult, feels he or she has been treated disrespectfully, the appropriate response is to take the matter to his or her supervisor or the Director of Technology. Retaliation is not a justifiable violation of the Appropriate Use Policy.

ELECTRONIC DEVICES:

The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied but not limited to the following electronic devices: personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school.

SIGNED AGREEMENTS:

"The Acceptable Use Policy for Technology" is located in the online Student Handbook and therefore is part of the St. Stephen's Episcopal School Student Agreement that students sign at the beginning of the academic school year. This agreement states that the student accepts responsibility for being familiar with and complying with the expectations and school rules set forth within the Student Handbook which includes the Acceptable Use Policy for Technology. Likewise, faculty and other employees are bound by this AUP, as per the provisions stated in their employment letters, and all provisions regarding this matter that are in the Employment and Faculty Handbooks as well. Parent volunteers and any other adults using school technology must sign off on and be bound by this AUP, before using any school technology.

32. FOOD AND DRINK

Students may not consume in, or bring into, Gunn Hall any food and/or drinks (except water). Chewing gum is prohibited in Chapel, classrooms, and dining hall. **Consequences may be given even for the first offense.**

33. VENDING MACHINES IN DINING HALL

Students may not use vending machines in the dining hall **during fourth period** (11: 15 to 12: 15). Use at other times is OK, unless prohibited by a school official.

**St. Stephen's Episcopal Middle School
2011-2012 STUDENT CONDUCT CODE
Parent/Student Acknowledgment**

Your signature means that you have read this Code of Conduct and you know what the rules and expectations are and that you will do your best to abide by them at all times. Sign this page and bring it to the Dean's office.

Student Name (print)

Date of Birth

Advisor Name (on bottom of schedule)

Grade

This Conduct Code has been created in order to promote a safe and orderly learning environment for our school. The rules and expectations contained in it apply to all activities occurring on school grounds, on other sites being used for school activities, and for any vehicles authorized for transporting students. Please read them, since students will be held responsible for their actions—whether their misbehavior is intentional or not. Failure to read or know the rules and expectations will not relieve students of their responsibility to abide by them or be considered as a mitigating circumstance. Students will be billed for any school property damaged as a result of their actions or involvement.

Parents have the responsibility to notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to participate in school activities. By your signature below, you acknowledge the above and that you have read the Conduct Code and Appropriate Use Policy. Parents should take special notice of the *School Rules, Absence Policies, Restricted Items, Discipline Actions and Consequences, Cell Phone Policy, and End-of-Year Review* sections of this Code as well as the *Make-up Work* provisions in the case of excused and unexcused absences.

Signed forms must be part of every student's record. Your signature means that you have read this Conduct Code and understand its rules, expectations, and provisions. (It does not mean that you agree or disagree with them.)

This form must be signed by parent, student, advisor, and returned to Dean's Office.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Advisor's Signature

Date