

Todd Code of Conduct

General Conduct

Orville A. Todd Middle School provides quality instruction, guidance, and experiences to enhance the academic and social development of students. Students who adhere to the rules of general conduct will develop positive behavioral habits for life.

Respect

Respect for fellow students and all school employees is a core value that should permeate the entire school. Students are expected to demonstrate respect for people and property. Students will do this by:

- being honest, courteous, and polite;
- accepting others' rights to have their own opinions;
- settling differences peacefully;
- displaying good sportsmanship;
- helping to keep the school clean and well maintained.

Respect for School Personnel

Students should demonstrate respect toward school personnel at all times.

Conduct

Rudeness, insolence, and insubordination directed toward school employees are not tolerated.

Consequence

An offense results in parental notification, apology, removal from the classroom, and/or suspension.

Language

Orville A. Todd Middle School students are expected to communicate in a respectful manner.

Conduct

Abusive or obscene, lewd, vulgar, indecent, or plainly offensive language or gestures are not acceptable.

Consequence

An offense results in verbal reprimand and/or student apology, parental notification, detention, removal from the classroom, and/or suspension.

Dress

Orville A. Todd Middle School students should exercise sound judgment and good taste in determining what to wear to school.

Conduct

Students may not wear hats in the building, except for medical or religious reasons.

Students may not wear clothing and other attire that endangers or interferes with the physical health or safety of students or conveys a message that is vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

Specific items that are not acceptable in a school setting include:

- extremely tight or form fitting clothing;
- extremely brief garments such as tube tops, halter-tops, net tops, spaghetti straps, plunging necklines (front and/or back necklines), short miniskirts or shorts and bare midriffs;
- see through garments;
- underwear that is not completely covered by outer clothing;
- jeans with inappropriate or revealing cut-outs;
- flip-flops, shower shoes, clogs, slippers, and very high heels;
- pajamas;
- any clothing that reveals undergarments;
- chains, spikes, other dangerous ornaments or accessories;
- advocates gang affiliation or identity
- displays weapons such as but not limited to guns, knives, swords

The above guidelines for school dress are not exclusive. Whether or not a student's attire is appropriate or inappropriate is ultimately at the discretion of the School Principal or Dean of Students. Students who violate the school dress code are subject to disciplinary action.

Consequence

Hats will be confiscated for 24 hours. Repeat offenses will result in parental notification, detention, and possible suspension.

The school will contact parents of students who wear such attire to arrange for a change of clothing. Students may be asked to wear clothing provided by the school, if available, for the school day. If the school cannot contact parents or provide a change of clothing, the student will be assigned to an in-school suspension for the remainder of the day. Repeat offenses of dress code will result in parental notification, removal from the classroom, and/or suspension from school.

Cheating - Plagiarism - Forgery

Students are expected to complete tests, quizzes, homework, class work, and projects honestly.

Conduct

Students may not copy, cheat, or plagiarize when completing any test, quiz, in-class assignment, homework, book report, or project.

Students may not forge parental signatures.

Consequence

An offense results in disciplinary action by the teacher, parental notification, or possible suspension from school, depending on the circumstances.

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Fighting - Excessively Rough Play

Fighting, violent behavior, or activities that endanger the health and safety of students or others are prohibited.

Conduct

Students may not fight or engage in any rough behaviors that can endanger the safety of others.

Consequence

An offense results in parental notification and suspension.

Electronic Devices

Students may not bring electronic devices to school. These include, but are not limited to, portable entertainment devices (e.g., Walkman), beepers, radios, cellular phones, televisions, and electronic games.

Conduct

Students may not possess or bring electronic devices on school property.

Consequence

An offense results in temporary confiscation, parental notification, and parental retrieval of electronic devices.

Hallways

Students must control their voices and walk in hallways. This is essential for safe and efficient passage to and from classes, as well as before or after school.

Conduct

Students must speak quietly and walk in hallways, keeping to the right to avoid congestion.

Students must have a pass to walk through hallways while classes are in session. During lunchtime, students must have a pass for places others than intramural and recess areas.

Students may use the public telephone in the lobby before and after school. During class, a student may use the phone with a pass from a teacher. During lunch, a student may use the phone with a pass from a dining hall aide.

Consequence

An offense results in verbal reprimand and/or detention, depending on severity of the incident.

Each infraction results in detention.

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Theft - Gambling - Extortion - Intimidation - Harassment

Students are prohibited from harassing or coercing any person at Orville A. Todd Middle School.

Conduct

Students may not intimidate, threaten, or harass others.

Theft of personal property is unacceptable behavior.

Gambling is unacceptable behavior.

Bullying, teasing, name calling, and intimidating others to gain personal advantage and satisfaction are unacceptable behaviors.

Consequence

An offense results in parental notification, detention, and possible suspension and notification of law enforcement agencies.

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An offense results in parental notification, student apology, detention, or possible suspension.

Illegal Substances and Dangerous Items

Conduct

Students may not bring illegal substances, including alcohol and drugs, to school.

Consequence

An offense results in confiscation, parental notification, immediate suspension, and notification of appropriate law enforcement agencies.

Students may not bring tobacco to school.

An offense results in confiscation, parental notification, and possible suspension.

Students may not bring dangerous materials to school. These include weapons, fireworks, matches, lighters, or other instruments that may cause physical injury or death.

An offense results in confiscation, parental notification, suspension, and notification of appropriate law enforcement agencies.

Students may not bring nuisance materials that detract from the school environment. These include, but are not limited to, stink bombs, water pistols, disappearing ink, gag toys, and the like.

An offense results in confiscation, parental notification, and possible suspension.

School Property

Students must respect school property. This will help them develop feelings of pride in our community institutions.

Conduct

Students must care for their own property, school property entrusted to them, and the property of others. These include, but are not limited to, textbooks, science equipment, supplies, and projects.

Consequence

An offense results in parental notification, detention, restitution, and possible suspension.

Students may not deface or vandalize school property.

An offense results in parental notification, restitution, and suspension.

Students may not litter.

An offense results in verbal reprimand, mandatory school service, and possible detention.

Students may not chew gum on school property in order to maintain cleanliness.

An offense results in verbal reprimand, mandatory school service, and possible detention for repeat infractions.

Students must respect school furniture and not place waste paper and refuse in desks. Students may not write on, scratch, or mar desks or any other school furniture.

An offense results in parental notification, restitution, detention, or possible suspension.

Spectators and Events

Spectators are an important part of athletic competitions, extracurricular activities, and other school functions. Spectators should conform to accepted standards of good sportsmanship and conduct at all times. They should show respect and consideration toward officials, coaches, players, advisors, performers, chaperones, and fellow spectators.

Conduct

At assemblies, students must sit in assigned seats and demonstrate courteous, appropriate behavior. Whistling, shouting, and foot stomping are inappropriate. When students observe a designated signal that indicates the start of a program, they must cease talking.

At athletic events, students must demonstrate courteous, appropriate conduct. They must obey posted rules and regulations.

At socials, students must follow the Code of Conduct drawn up by the Student Council.

Consequence

An offense results in removal from assembly and parental notification. Students with repeat offenses will not be allowed to participate in future assemblies.

An offense results in removal from event and parental notification. Depending on the severity of the offense, students will not be allowed to participate in future events and face possible suspension.

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Field Trips

The Orville A. Todd Middle School sponsors several worthwhile educational field trips involving entire classes throughout the school year. The school's Code of Conduct guides the behavior of students while on field trips.

Conduct

Students and parents must read and sign the behavior codes for specific trips. Students are responsible for proper conduct and behavior.

Consequence

Students who violate the Code of Conduct while on a trip may face disciplinary action, including the possibility of being sent home with a chaperone at parents' expense, as well as suspension. Students with cumulative behavior incidents may not be allowed to participate in any or all field trips.

Skateboards – Inline Skates

Conduct

Students may not bring skateboards or inline skates (e.g., Roller Blades) to school. Students may not ride a skateboard or use inline skates on school property.

Consequence

An offense results in confiscation, parental notification, and parental retrieval of items.

Attendance – Tardiness

Regular attendance and promptness are essential for success in school.

Conduct

Students must attend school every school day. Legal absences include personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, or attendance at a health clinic.

Consequence

When a student has an unexplained absence, the attendance clerk will call the home.

Students must arrive at school on time. They should not be dropped off at school before 7:35 a.m. Students must be in their homerooms at 7:45 a.m. for the Pledge of Allegiance, attendance, and morning announcements. Classes begin promptly at 7:45 a.m. If a student arrives after that time, he/she must report to the attendance office with a note signed and dated by a parent that explains the tardiness. An admit pass will be given to the student before he/she reports to the scheduled class. Students must have a tardy pass to be admitted to class.

Unexcused tardiness results in detention. Persistent tardiness results in a referral to the administration and a parent conference. Students must complete all make-up class work.

Students must attend all of their classes while in school.

An offense results in parental notification and detention for each class cut. Repeat class cutting results in a parent conference, detentions to make up class work, guidance intervention, and possible suspension.

Students must be in their classes within 3 minutes after the ending bell of the previous class.

An offense results in verbal reprimand. Students serve detention for lateness without explanation. Repeat tardiness to class results in parental conference and detentions.

Code of Conduct for Specific Areas and Times at Orville A. Todd Middle School

It is necessary to have clearly defined rules and regulations because large groups of students are working together.

Appropriate conduct based upon respect and consideration results in a pleasant environment. By contrast, infraction of the rules results in verbal reprimand, parental notification, detention, or possible suspension, depending on the incident.

Lockers

Hall lockers are assigned to students at the beginning of the year. Lockers are used to store and safeguard books and personal property. The following regulations should guide student use of hall lockers. Students should:

- keep lockers clean and organized at all times;
- lock their lockers when not in use;
- not disclose their locker combinations to other students;
- go to their lockers without permission from a teacher **only** at the beginning and the end of the school day and directly before and after lunch periods;
- not write on lockers or place stickers on or inside lockers;
- never force, kick, slam, or damage lockers in any way;
- notify the office if there are problems with lockers;
- not tamper with or open lockers other than their own;
- not leave money, jewelry, or other valuables in their lockers.

Office

Visitors receive their first impressions of Orville A. Todd Middle School in the school offices. These are places where our core value, Respect for One Another, should be put into practice.

Students are expected to exhibit good manners and courtesy at all times when visiting any office, whether running an errand or waiting to meet with staff.

Good office manners include the following behaviors:

- patiently waiting your turn;
- sitting quietly;
- not socializing with other students.

Bus

Students must follow the Orville A. Todd Middle School Code of Conduct on the buses. Students may only ride only their regular buses, unless granted office permission to do otherwise.

The driver has a tremendous responsibility for the safety of student passengers. Students should follow bus safety rules and not distract the driver. Misbehavior on buses or at bus stops may result in suspension of bus privileges.

Health Office

- Food and drinks are not allowed in the Health Office, unless necessary for medical purposes.
- Students must have a pass to visit the Health Office, except in the case of severe injury or illness.
- Students may not visit the Health Office between classes.
- Students may not visit the Health Office toward the end of a period unless absolutely necessary. Instead, a student should wait and get a pass from the teacher for the next period, so that the teacher knows his/her whereabouts.

Dining Hall

Rules for dining hall conduct promote a safe, orderly, and pleasant environment for students to enjoy their meals.

- Students must store all belongings brought to the dining hall at the entrance.
- Students who are purchasing lunch should form a single file line as directed by dining hall aides. Aides guide entry into the serving area. Students must wait quietly in line and cannot cut the line.
- Students who have brought lunch from home may purchase milk in a designated area.
- Stealing from the dining hall service is grounds for suspension from school.
- Students may not take food from the dining hall.
- Students must respect and obey dining hall aides and servers at all times.
- Students may sit and eat at tables of their choice. This privilege carries the student responsibility of remaining seated and behaving in an appropriate manner. Students may not move chairs between tables.
- Students should speak at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
- Throwing of food, containers, or objects of any kind is a serious disciplinary matter. Offenders may be suspended from school during lunch periods.
- Students are responsible for cleaning their own dining areas.
- Students who violate dining hall rules continually may have lunch privileges suspended.

Emergency Exit Procedures

School emergencies are handled best when students understand the serious meaning of a fire drill. A well-rehearsed student is more likely to survive an actual disaster than an unpracticed one. Students will not panic when they cooperate in following the proper fire drill procedures:

1. When the alarm sounds, students must stop working immediately and move toward the assigned exit in an orderly fashion.
2. In each room there is a notice indicating which exit to use in leaving the building. Teachers will acquaint students with these directions during the first few days of school.

3. If an exit customarily used has been blocked, students must proceed to the nearest usable exit, listen for instructions from their teachers, and walk quietly in a single, orderly line to the designated location.

ABSOLUTE SILENCE IS NECESSARY

4. When outside, students proceed until the group is away from the building. A teacher will take attendance. The teacher in charge will give permission to go back into the building.
5. Students must follow the directions of their teachers AT ALL TIMES.

Responsibilities of Stakeholders

It is the ultimate goal of Orville A. Todd Middle School to provide an environment that is conducive to learning. A staff that provides guidance, creates a friendly atmosphere, and commits to a philosophy regarding the rights, procedures, and responsibilities of the students will achieve this goal. All staff has an obligation to set fair and reasonable standards of behavior for students, as well to maintain these standards.

The Orville A. Todd Middle School Code of Conduct consists of reasonable rules based upon respect and is designed to produce a positive learning environment. These rules will be systematically emphasized and consistently enforced. All stakeholders are responsible for good discipline.

Responsibilities of Students

To achieve academic and social success, the students of Orville A. Todd Middle School should familiarize themselves with the following responsibilities:

- Be respectful of others at all times.
- Accept full responsibility for your behavior and actions.
- Use good judgment when stating opinions or giving ideas.
- Obey the rules and regulations without expecting special consideration.
- Be honest in dealing with others.
- Be prepared for class, seek help when needed, and take responsibility for making up all work and tests missed during an absence.
- Avoid missing school for unimportant and avoidable reasons.
- Respect school property and exert influence on others to do the same.
- Use the power to vote wisely.
- Make the best use of time and contribute willingly to group activities.

Responsibilities of Parents

- Become familiar with and support the implementation of the Orville A. Todd Middle School Code of Conduct enthusiastically.
- Be objective and supportive of the school's decisions when rules and consequences affect your child.
- Accept responsibility for your child's behavior and learning.
- Encourage respect for school property.
- Encourage and model respect for all school personnel.
- Schedule all medical appointments and other appointments after school hours, when possible.
- Encourage attendance at school.
- Make all arrangements for after-school activities before your child leaves for school.

Responsibilities of Administrators

- Communicate the Orville A. Todd Middle School Code of Conduct to students, staff, parents, and the community.
- Support all stakeholders in the proper implementation of the Code of Conduct.
- Enforce the consequences as determined by the Code of Conduct.
- Be a role model for all stakeholders and promote dignity and respect at all times.
- Set aside designated days for supervised administrative detention.

Responsibilities of Staff

- Uphold our core value, Respect for One Another.
- Treat each other and students with dignity.
- Act as a role model for students by practicing courtesy, promptness, and professionalism in dealing with students, colleagues, and parents.
- Accept responsibility for upholding the Code of Conduct.
- Monitor behavior in classroom, hallways, or group meeting areas.
- Apply the appropriate consequence for infractions.
- Support each other in upholding the Code of Conduct.

DEFINITIONS

Suspension

Students who are suspended from school are in the custody of their parents and are prohibited from school grounds, all sports, and after-school activities on the day(s) of the suspension. Students who are suspended from school are responsible for all the academic work missed. The work should be completed during the day(s) of suspension and submitted to the appropriate teachers upon return. When returning to school from a suspension, a student will meet with parents and an administrator. At this time, the infraction and strategy for remediation will be discussed. Student will also have additional meetings/sessions with guidance counselor upon his/her return to school.

Cumulative Behavior Incidents

Students exhibiting consistently poor behavior, which has resulted in multiple documented infractions of the Orville A. Todd Middle School Code of Conduct, may be prohibited from participation in sports, extracurricular activities, and school trips.

Detention

The following are reasons that students must serve detention during lunch or after school:

1. Student has broken rules for which detention is listed as a consequence in the Code of Conduct handbook.
2. Student has continually not upheld academic responsibilities: i.e., homework, assignments, etc.
3. Student has committed an infraction that does not support our core value and interferes with the safety and learning of other students.

Parents and students will be given a 24-hour notice prior to detention so that they can make arrangements.

Detention is from 2:30 – 3:00 p.m. Lunch time detention begins at the start of the student's lunch.