



GILBERT HIGH SCHOOL

STUDENT CODE OF CONDUCT 2017-2018

Administration:

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Discipline Information

The GHS administrative staff expects the conduct of students at Gilbert High School to reflect the educational goals of the school. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights and property of teachers, students, administrators, counselors and all others who are involved in the educational process. The administration expects all students to be aware of and follow all rules and regulations for student behavior and conduct.

The students of Gilbert High School will be expected to conduct themselves in such a way that the rights and privileges of others are not violated. The school board of Lexington School District One requires students to respect authority, to conform to district and school rules and regulations, and to obey those provisions of the law which apply to the conduct of juveniles or minors. A student will not repeatedly fail to obey school rules and the directions of teachers, student teachers, teachers' aides, principals or other authorized school personnel during any period of time when he/she is under the authority of school personnel.

The code of conduct is in effect in the following places and during the following times:

- On school property at any time
- At any school-sponsored event
- On school buses
- At all times and in all places where the student's conduct has a direct and immediate effect on the district's interest in maintaining order and discipline in its schools

The Gilbert High School Administration reserves the right to modify the Student Code of Conduct as needed. The staff will make every effort to interpret and enforce the discipline code in a consistent manner. Any behavior considered to be inappropriate and disruptive to the learning environment that may not be specifically mentioned in this code will be handled in a manner the administration believes is most appropriate for all concerned.

Disciplinary Action Levels

Each teacher has a concept of what good classroom management is and the ability to maintain discipline in most classroom situations. When an exception arises and a student refuses to obey school rules and to cooperate with the teacher, the teacher may appeal to the principal if the teacher's own efforts to provide direction to the student have failed. The levels of disciplinary action which shall be enforced by school administration with students who are in violation of school rules include:

- Verbal Warning/Reprimand
- Conference with students, parents and teacher
- Confiscation of Property (e.g. Cellular devices)
- Restriction of privileges (e.g. Parking permits)
- After-School Detention
- In-School Suspension*
- Out-of-School Suspension*
- Recommendation for Expulsion

*Students who accumulate suspensions of 10 days or more in any one school year will be recommended for expulsion. Suspended or expelled students shall be denied the privilege of participation in all extracurricular and co-curricular activities (e.g. athletic practice, club meetings) during the period of suspension or expulsion.

Prohibited Conduct

1. Alcohol Violations
 - a. A student will not knowingly possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverages
 - b. A student who violates the alcohol policy will be recommended for expulsion.
2. Assault
 - a. A student will not cause physical injury or behave in such a way as could reasonably cause physical injury to any person; nor will a student intentionally touch any person in an offensive or sexually provocative manner. Any student who is involved in a fight, and who refuses to stop upon request, may be referred to law enforcement.
3. Bomb Threat
 - a. Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury or harm toward the school
4. Bullying/Cyber bullying
 - a. Lexington One prohibits acts of harassment, intimidation or bullying of a student by students/third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or at a school-related activity on or off school property.
 - b. The district defines harassment, intimidation or bullying as a gesture, electronic communication or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following
 - i. harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
 - ii. insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
5. Bus Violation
 - a. Refer to the [Lexington School District One School Bus Behavior Code](#)
6. Cheating/Plagiarism
 - a. Refer to the [Lexington School District One Academic Honor Code](#)
7. Confrontation/Altercation
 - a. Includes threats and intimidation
 - b. Threaten to cause physical injury
8. Contraband/Tobacco
 - a. Students are not allowed to smoke or possess tobacco products, lighters or matches, and electronic cigarettes while under the supervision of the school. This includes all points on school property and while on school buses or field trips supervised by the school.

Students in violation of this rule will receive a one-day suspension on the first violation and up to a three-day suspension for subsequent violations. Items will be confiscated and not returned.

9. Contributing to a disturbance/Major Disruption
 - a. A student will not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither will the student engage in such conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school, if such disruption or obstruction will probably result.
 - b. Examples include filming and/or encouraging a student fight, altercation/confrontation or disturbance
10. Cutting Class
 - a. Leaving class or school premises without supervision of school personnel or following proper “signing out” procedures
 - b. Hallway violations: presence in an unauthorized area/off limits, misuse of hall pass
 - c. Failing to be in one’s assigned place on school premises
11. Detention Violation/Failure to complete In-School Suspension
 - a. Failure to serve detentions by the assigned date will result in a suspension.
 - b. Dismissal from ISS will result in out-of-school suspension.
12. Disrespect/Insubordination
 - a. A student will not use obscene language or gestures, vulgar language or gestures, or otherwise show marked disrespect to a teacher or other school employee.
 - b. A student will not fail to obey the directive of any teacher or other school official to leave a particular place or report to a particular place when such order is given to the student individually or to a group to which the student belongs.
 - c. A student will not fail to identify him/herself to any teacher or other school official when requested to do so. A student must display or surrender a student identification card to any teacher or other school official when requested to do so.
 - d. Includes refusal to obey staff directive/defiance in the teacher’s classroom.
13. Dress Code Violation

The following administrative rule on student dress will apply at Gilbert High School and will be administered uniformly throughout the school.

- Clothing should not be so immodest or so inappropriate to the school setting as to interfere with or disrupt the educational process or environment or pose a likelihood of such interference or disruption. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive or interfering. This includes attire revealing bare midriffs, halter/tank tops, spaghetti straps and see-through shirts, tops or blouses.

- The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.
- The district will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or other illegal substances.
- Students may not wear or display gang-related attire, including gang colors or gang symbols, on their clothing or accessories.
- Under most conditions, students may not wear hats, head stockings or kerchiefs in buildings. Some classes require that students wear safety hats. Religious headgear is allowed.
- Students must wear proper shoes at all times.
- Students may wear special dress or costume for specific events or special occasions during the school day when approved by the principal.
- During the regular school day, students' athletic attire such as tennis, track, cheerleading, etc., must conform to all other regulations of the dress code.
- Students may not wear accessories or clothing that could pose a safety threat to themselves or others. This includes heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc.
- The district does not allow unusual body piercing that disrupts or interferes with the order of school or that distracts the learning environment or poses the likelihood of the same.
- Students may not wear overly tight or shorter than fingertip or mid-thigh length shorts, skirts, skorts or dresses. The district does not allow bike shorts unless worn under another pair of shorts.
- Students must wear their pants at the natural waistline.
- Students' undergarments should not show. Students should not wear their undergarments outside of their clothing.
- An individual school may have more specific and restrictive dress codes if the school's administrators and the school improvement council recommend it and if the superintendent or his/her designee approves it.

Gilbert High School administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeably result in an interference with or the disruption of the school environment.

Driving/Parking Violation

- a. As a courtesy, GHS provides parking on school property for students, parents/guardians and visitors. The district, however, assumes no responsibility for damage to vehicles, theft of vehicles or theft of articles from vehicles. GHS administrators establish rules and regulations for parking lots. These rules keep everyone safe and protect vehicles. Anyone who does not adhere to the rules may have his/her permission to park on school property taken away.
- b. Gilbert High School students who drive to school must complete the Alive at 25 program in order to purchase a campus parking permit. After successfully completing the course,

the student may purchase parking permits for the rest of his or her high school career. Go to <http://www.aliveat25.org> to register.

- c. Any student found in the parking lot during regular school hours (8:20 to 3:25) without a pass from an administrator, with the exception of students walking to or from their vehicles to travel to the Lexington Technology Center, will be in violation of parking lot policies.
 - d. Students are not allowed in vehicles during school hours.
 - e. A student must not speed or drive in a reckless manner in any of the school's parking areas.
14. Drug Violation
- a. A student will not knowingly possess, use, transfer, associate with, sell or be under the influence of any stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind.
 - b. Violation of the drug policy will result in a recommendation for expulsion.
15. Fighting
- a. Two or more parties striking each other for the purpose of causing bodily harm. A student who is assaulted and retaliates by hitting, kicking or any other physical means may be disciplined for fighting.
 - b. A student involved in two fights during the school year will be recommended for expulsion.
16. Fireworks
- a. A student will not knowingly possess, handle or use fireworks.
 - b. A student who violates the fireworks policy will be recommended for expulsion.
17. Forgery
- a. Tampering with, changing or altering a school-related record or document.
18. Gang Activity
- a. The district prohibits the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming that, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a group that presents a clear and present danger contrary to the school environment and educational objectives.
 - b. The administration will consider any gang activity or evidence of membership in gangs or secret societies to be an act detrimental or disruptive to the school environment which, for disciplinary purposes, calls for a referral to the district hearing officer.
 - c. A student who violates the gang policy will be recommended for expulsion.
19. Harassment/Sexual Harrassment
- a. A student will not engage in inappropriate conduct of a sexual nature including, but not limited to, touching, gestures or comments.

- b. A student will not by violence or threat of violence attempt to obtain money or property from any person or force or attempt to force any person to do or not do something against his/her will.
20. Identification Badge Violations
- a. All district high school students are required to wear photographic identification badges issued by the district. All students will wear these badges at all times while at school and while traveling to and from school on regular school buses and field trips.
 - b. Every third violation will result in a discipline referral
 - c. A student must display or surrender a student identification card to any teacher or other school official when requested to do so.
21. Inappropriate Behaviors
- a. Affection: prolonged physical contact including kissing and/or groping.
 - b. Behavior: disrupting class
 - c. Horseplay: physical behavior which creates a substantial risk of or results in injury
 - d. Language: verbally rude and/or disrespectful behavior
 - e. Profanity: Using profane, obscene, vulgar, or lewd language, gestures
 - f. Throwing objects: Creating a substantial risk of injury by either

recklessly engaging in behavior, and/or using an object

that appears capable of causing physical injury
22. Indecent Exposure/Sexual Offenses
- a. a student shall not intentionally touch any person in an offensive or sexually provocative manner
 - b. A student will not engage in inappropriate conduct of a sexual nature including, but not limited to, touching, gestures or comments.
23. iPad Violations
- a. Refer to the [Lexington School District One Personal Mobile Computing Discipline Plan](#)
24. Littering
- a. Carelessly discarding refuse (eg. Temporary ID badges)
25. Personal Mobile Communication Devices
- a. Refer to [Lexington School District One Student Handbook](#)
26. Refusal to turn over a cell phone
- a. A student shall surrender a cell phone to any teacher or other school official when requested to do so.
 - b. Refer to Lexington School District One's Personal Mobile Communication Devices policy for usage guidelines.
27. Tardiness
- a. Being late for school or class; students are expected to arrive to class on time.
 - b. Every third tardy to class will result in a discipline referral

28. Unauthorized Presence on School Grounds

- a. A student will not come on to the school grounds of any of the district's schools or board school buses while under suspension without prior approval from the principal or his/her designee. A person will not come on the grounds of any of the district schools during the school day where he/she is not a student except for legitimate reasons related to school affairs without prior approval of the principal or his/her designee. Students who violate this rule may be subject to criminal prosecution for trespassing.

29. Vandalism/Larceny

- a. A student will not cause, or attempt to cause, damage to school property or steal school property.
- b. A student will not cause, or attempt to cause, damage to private property, or steal, or attempt to steal, private property on the school grounds, during a school activity, function or event off school grounds, or on a school bus.

30. Weapons

- a. A student will not possess, handle or transmit a knife, gun/firearm or any other object that can be considered a weapon, including a look-alike weapon.
- b. A student who violates this policy will be recommended for expulsion.

DRIVING PRIVILEGES FROM LEXINGTON TECHNOLOGY CENTER/CENTERS OF STUDY

Students who have permission to drive personal vehicles to the Lexington Technology Center and/or any of the district's advanced centers of study must report directly to the center upon leaving GHS. Likewise they must return to GHS directly (without stops) after completing class at the center. Any student who is issued a traffic violation while driving to and from the Center will have driving privileges to the center revoked for the duration of the school year. Students must display the proper Technology Center parking decal while attending classes at the Center. In order for any student to drive to Lexington Technology Center, a LTC Driver Registration Form must be on file in the office. Students who commit a driving offense while in transit to or from LTC will be disciplined as follows:

1st offense—two week driving suspension

2nd offense—driving privileges revoked for rest of semester (4 week minimum)

3rd offense—driving privilege revoked for remainder of school year/student must ride LTC bus

NO PASSENGER RULE

GHS students are not permitted to transport other students to or from LTC. Violators of the “no passenger” rule will be held to the disciplinary code noted previously. This is a Lexington School District One policy.

SUSPENDED/EXPELLED STUDENTS

Students who are under suspension or expulsion may not attend any school-sponsored activity or be present on any Lexington School District 1 property. Students who have been suspended will have the opportunity to make up all schoolwork missed. (See Student/Parent Handbook)

ABSENCES AND EXCUSES

Students are expected to attend school regularly. If however, they are absent, they must present a written excuse within three days after returning to school signed by a parent, guardian, physician or other appropriate person. Parent notes are not excused absences. Excused absences are defined below. The excuse should include the date the excuse is written, date of the absence, reason for the absence, telephone number where the parent or guardian may be reached, and the required signature. When a student returns from an absence, make-up work will be given and completed during the first week back. The reason given on the excuse determines whether the absence is recorded as excused, unexcused or unlawful. Failure to provide a proper excuse may cause the absence to be recorded as unexcused. Principals may require a student who has accumulated more than five absences in a semester or 10 absences in a year to provide a doctor's excuse for all medically related absences in order to receive course credit. Principals have the authority to review absences in excess of 10 days (for five days in a semester course) and use their discretion. False excuses are referred to school administrators for appropriate disciplinary action. Students who are classified as seniors at the beginning of the school year will be allowed two additional lawful absences for authorized college visits, which are validated by the college(s). The student may take this visit either fall or spring term. A parent note will not be accepted. Seniors who wish to make additional college visits will not be given lawful excuses beyond the two days allowed for the entire school year.

EXCUSED ABSENCES

The district gives excused absences for:

- Ill students whose attendance in school endangers their health or the health of others as determined by a physician.
- Students who are chronically ill or have an extended illness.
- Students who must keep medical or dental appointments.
- Students in whose immediate family there is a serious illness or death.
- Students who wish to participate in a recognized religious holiday of their faith.
- Students who are given permission to participate in or attend school-sponsored or school-approved activities.
- For unusual or mitigating circumstances as determined by the school principal.

UNEXCUSED OR UNLAWFUL ABSENCES

The district gives unexcused or unlawful absences for:

- Students who are willfully absent from school without the knowledge of parents or guardians.
- Students who are absent from school, even with the knowledge of their parents or guardian, for any reason other than those described above.
- Students who have been suspended.

After three consecutive unexcused absences or after a total of five unexcused absences, the principal will identify the reason(s) for the student's continued absence and will develop a plan, in conjunction with the student and parent/guardian, to improve the attendance.

If a student accumulates more than 5 unexcused absences classified as unlawful, the student, regardless of grade level, may be referred to a truancy prevention program or to a court. Before taking legal enforcement action, the principal will notify the parents or guardian so they can present evidence or information on appeal before enforcement action begins.

Truancy

In accordance with state law, all children between the ages of 6 and 17 are required to attend public or private school. Parents or guardians who do not wish to enroll their five-year-old child in kindergarten can sign a waiver. A child 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

SEARS (School Extension for At-Risk Students) Program

Lexington School District One's SEARS program provides an attendance extension for high school students who receive a final grade of "F" due only to unexcused absences beyond the limit allowed for the course. To participate, the student must otherwise have a passing course grade. Students are allowed to make up no more than two days of unlawful absences per semester. Students with excessive absences first semester must attend SEARS at the end of the first semester. Students with excessive absences second semester must attend SEARS at the end of the second semester. The cost of the program is \$25 per day.

Procedure for turning in excuses

Excuses will be accepted in the Attendance Office before school, between classes or after school. Students will not be allowed to miss instruction or leave the cafeteria during lunch to turn in excuses.

Procedure for signing students in/out of school

No student will be permitted to leave school during the school day unless a parent/guardian or other approved person on the student's emergency contact list comes to the school for the student or unless prior arrangements have been made. Parents/guardians must identify, in writing on the School Health Form distributed at registration, the individuals who have permission to sign their child out of school. The parent/guardian or other approved person must come to the office and sign the student out during school hours (the school is open at 7:30 AM). Picture identification is required. Schools do not accept incoming telephone calls, written notes or faxes for the purpose of dismissing a pupil from school early. Anyone not on the student's approved sign out list will not be allowed to sign any student out of school. Students who leave school without being properly signed out will be treated as cutting class. Students are not allowed to be signed out of school between 3:05 and 3:20. Students must attend 60 minutes of class to be counted present. **Ill or injured students must be signed out by an adult in order to leave campus. In case of an emergency or extenuating circumstances, the principal will use his or her judgment in excusing a student.** Due to problems with confirming appointments, the parent/guardian must sign students out. Students will not be allowed to sign themselves out of school, regardless of age or grade, to go to appointments. Parents may sign out students in the main office up to one week in advance of the appointment.

Tardy to School

Students that arrive between 8:20 a.m. and 8:25 a.m. should report to their 1st block class. Students arriving after 8:25 a.m. are tardy to school and must come to the Attendance Office located in the Commons Area to sign in. The parent must accompany the student into the office to sign in or the student

will receive an unexcused tardy to school. 3 unexcused tardies (5 minutes late) to school can count as an unexcused absence.

Failure to sign in upon arrival at school

Students must sign in through the attendance office if they arrive between 8:25-2:20. After 2:20 students are considered absent from school for the entire day.