

# **Buck Lodge Middle School**

## **Families, Volunteers and Visitors Code of Conduct**

### **Statement of Purpose:**

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and the education community is directly correlated to the level of academic success a student will attain.

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should start with assuming good intentions in others. We also should all make a sincere effort to appreciate each other's perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other's time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can't be reached.

### **Conduct Prohibited on School Properties:**

No person shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else's child in order to discuss an issue or chastise them. (Such as approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;
4. Damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;

7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/ students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
11. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
12. Obstruct the free movement of any person in any place to which this code applies;
13. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, controlled substances, or be under the influence of either on school property or at school functions;
14. Possess or use weapons in or on school property or at any school function, except in the case of law enforcement officers;
15. Loiter on school property or at school functions;
16. Gamble on school property or at school functions;
17. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
18. Willfully incite others to commit any of the acts prohibited by this code; or
19. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

### **Consequences for Violation of the Code of Conduct:**

The following consequences have been established in accordance with state law and PGcps policies and procedures. Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored activities. In situations involving

lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from a child's Individualized Education Program (IEP) meeting.

#### **Level 1 Offense**

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.

#### **CONSEQUENCES**

First Infraction: Verbal Warning  
Second Infraction: PGCPs Training Session  
Third Infraction: Mediation

#### **Level 2 Offense**

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the district's actualization of its right to pursue a civil or criminal legal action.

Repeated Level 1 offenses

#### **CONSEQUENCE**

Issuance of a formal "No Trespass Letter" from PGCPs premises – this formal notice can be instituted for a quarter, semester or year at the principal's discretion.

Activate Window

When an individual commits a Level 1 offense (second infraction), the principal is at liberty to escalate the offense to a Level 2 offense if the situation is not able to be resolved with mediation or training.

At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal is required and completion of an identified training session through the Department of Family and School Partnerships before privileges are restored.

**"Alone we can do so little; together we can do so much." - Helen Keller**