

# The Stanwich School Junior House Code of Conduct

## Code of Conduct

Students entering the Junior House will experience new responsibilities and privileges. The Code of Conduct is guided by the Ten Commandments and the Golden Rule. It is expected that students will:

- Maintain honesty in their word and work
- Treat each other with respect
- Be encouraging of each others' gifts and talents
- Work together to maintain a supportive and caring community
- Protect the property of others

## General School Rules

Students are expected to act in a courteous and respectful manner at all times and adhere to all of the school rules listed below:

- Smoking is not permitted;
- Cutting or missing any school appointments including classes, advisory, assembly, class meetings and conferences is prohibited;
- All students must be appropriately attired as defined by the uniform requirements listed in the general school policies;
- Abuse of school or personal property will not be tolerated;
- Late arrival to school, class or any scheduled appointment is not permitted;
- Disruptive behavior and rudeness is prohibited;
- Unauthorized absence from school during the school day is prohibited.

## Disciplinary Procedures for General School rules

### Infraction Notices

- Notices are issued by The Stanwich School for violation of general school rules.
- Copies of infraction notices will be sent to the student's advisor and to the parents.
- Three infraction notices result in a counseling session.
- Students, who receive continuous infractions as deemed by the head of house, may risk suspension.

### Counseling Sessions

- Appointments are issued by the head of the appropriate house and the session will occur the Wednesday following notification from 6:45AM – 7:45 AM.

## Major School Rules

### Cheating

Cheating, in any form, is intolerable. Students who cheat on tests or plagiarize work will receive a grade of "0" on the first incident and will risk suspension or expulsion for any further incidents.

Source: Melrose School

### Harassment

The Stanwich School is committed to providing an environment free of all forms of harassment. Harassment refers to unwelcome verbal or physical conduct that creates a hostile, intimidating or offensive environment. No person at The Stanwich School shall engage in harassment or other forms of unacceptable conduct that in purpose or effect unreasonably interferes with another's experience at school. Such conduct includes off-color language, offensive comments, jokes, innuendo, use of degrading words or gestures, inappropriate physical contact and offensive flirtation, advances and propositions.

### Harassment Policy

All persons who attend or work at The Stanwich School have a responsibility to maintain an environment that is free from all forms of harassment:

- To prevent harassment, students must increase their own awareness and monitor their own behavior.
- If a student is subject to harassment, he should not ignore it. He should make the other person aware of his objections, and, if necessary, speak immediately with his head of house or the headmistress.
- If a student believes that another student or adult is being subjected to harassment, he should not ignore the improper behavior and should speak immediately to the head of house or the headmistress.

Harassment can be a form of illegal discrimination, a violation The Stanwich School will not tolerate.

There will be no retaliation against any person who submits a complaint in good faith or who assists in providing information about a complaint. If the facts and the results of the investigation substantiate the complaint, then the appropriate corrective and /or disciplinary action will be taken.

Source: Rye Country Day School

### Substance Abuse

The Stanwich School abides by the laws of the United States and the States of Connecticut and New York. The School does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the School's policy regarding alcohol and drugs, an official interpretation of that policy.

Any student showing evidence of having consumed, or in the possession of, drugs, and/or alcoholic beverages at any time while under the authority of the School is subject to dismissal.

“Showing evidence of ” ...includes any behavior observed by an adult that might be indicative of the use of alcohol and /or drugs.

“In the possession of”. ...includes participation in the use of, being in the presence of, the use or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, student rooms or elsewhere on campus.

“Drugs” ... includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

“While under the authority of the School” ... means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever he is attending, participating in, or being transported to or from a School-sponsored function. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered School-sponsored functions. Violators are subject to severe School discipline, including expulsion, and to the laws of the States of Connecticut and New York.

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, the School will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at the Stanwich School.

The School, however, when confronted with observations and/or evidence of alcohol/drug use by a student, will require an alcohol/drug assessment by a School-approved facility.

Parents will be notified when students are required to undergo an alcohol/drug assessment, and the financial cost for this is the parents' responsibility. Continued enrollment is contingent upon the student's completing the assessment and recommended follow up care.

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on School premises, School vehicles, or at off site School-sponsored activities. Violators are subject to severe School discipline, including dismissal, and to the laws of the States of Connecticut and New York.

Source: Georgetown Preparatory School

### **Technology**

The Stanwich School requires that all members of the school community use computer systems in a responsible, appropriate, and legal manner. The same rules and customs that guide behavior without computers apply when using computers. The goal of this policy is to maximize the opportunities of all members of the school community to carry out school-related work efficiently and in an environment free from inappropriate distraction.

The Internet – The school is disinclined to engage in censorship beyond the blocking of offensive material that has no relevance to school courses or activities, such as those sites containing gross depictions or sexual acts. Students therefore need to be critical consumers of information and not assume that something they see on the Internet is true.

Private Information – People are generally aware that attempting to break into or enter locked or private rooms or containers is a serious infraction with serious consequences. Attempting to break into or enter locked or private areas of computer systems is no different and constitutes a very serious violation of the privacy of others.

#### **Appropriate use consists of the following:**

1. No form of email will be used on school grounds.
2. Students may use the school's Internet connection only for research or information-gathering that is directly related to academic assignments or extracurricular projects supervised by The Stanwich School faculty; other uses of the Internet hinder those using it for legitimate academic purposes.
3. Students may access only those files that belong to them or that they are certain they have permission to use. Any member of the community caught accessing, or attempting to access, computer files belonging to other people will be treated in the same way as a person caught trying to break into, or looking through, a room, filing cabinet, or desk with private or confidential information.
4. You may only store files related to formal school courses or activities on school-owned computer systems. Games, commercial software, or graphic files that are not for a school project or formal activity may not be stored on school computer systems.
5. At school, members of The Stanwich School community may not display on their computers any slogan or design
6. Using laptops or school computers to play a game is forbidden on school grounds unless the game is part of a class assignment or official school activity.
7. Students are required to bring their laptops to class at all times. Students must ensure that their laptops are fully charged, functional, and able to connect to the Internet.

Enforcement – Access to The Stanwich School computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to limit or deny a student's access to The Stanwich School computer systems. Disciplinary action will take place which could lead to expulsion.

Source: Greenwich Academy

### **Vandalism**

Students caught vandalizing the school in any way will be billed for the cost of repairing damage and will receive other disciplinary action.

Source: Melrose School

### **Disciplinary Procedures for Major School Rules**

The penalty for violation of a major school rule may be probation, suspension or expulsion.

#### **Probation**

Students on probation will have their behavior closely monitored. Any violation of a major school rule during the probation period is extremely serious because the consequences may include expulsion.

#### **Suspension**

Suspension means that students may not attend classes or any other activities at the school for a time decided upon by the head of house. For serious violation of school rules, suspension may be imposed for an extended period of time.

*Any student who is suspended will be responsible for work missed during that period. In addition, any student will be excluded from participation in all non-academic activities (i.e. athletic teams, performing arts programs, clubs, publications, community service etc.).*

#### **Expulsion**

Expulsion means that a student will be permanently dismissed from the school.

Any officer of a class or organization or any athletic team captain will be required to relinquish their position if they break a major school rule. *In the head of house's sole discretion, a student may be denied leadership opportunities in a subsequent year.*

*All students elected to school offices or leadership positions on clubs, teams, publications etc. will be considered role models for other students and expected to uphold the school's rules.*

Students who are present when a major school rule is violated risk sharing equally in any disciplinary response on the part of the school. Students are also expected to inform school administrators of unethical, dangerous or illegal behavior on the part of other students who may be in danger of jeopardizing themselves, others or the reputation of the school. The school reserves the right to take what it considers to be appropriate action when the illegal or unethical behavior of any of its students compromises the good name of the school. *Students who lie about their behavior when questioned by school officials can expect a more severe response, including possible expulsion.*

Source: Greenwich Academy