

THE FOOTE SCHOOL

COMMUNITY EXPECTATIONS, SCHOOL RULES & DISCIPLINE

2017-2018

The Foote School community is enriched by the diversity of its members and is committed to providing a safe and positive environment for all students, recognizing and respecting individual differences with regard to race, culture, ethnicity, religion, gender, sexual orientation and socio-economic circumstances.

These expectations assume that a student's good judgment and sensitivity to the needs of others will guide behavior. Discipline is predicated on the assumption that students are to be trusted until their actions prove otherwise. When necessary, the faculty and administration will intervene.

In order for all students to grow together and reach their full academic, physical, social and emotional potential, the school expects students to conduct themselves with Falco's PRIDE:

- P - Perseverance
- R - Respect
- I - Integrity
- D - Dependability
- E - Excellence

Foote expects parents to share with the school the responsibility of helping students develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be lifelong learners and productive citizens.

The purpose of these rules is to maintain a safe and healthy atmosphere for all.

- Students must be on school grounds between designated arrival and dismissal times unless they are under the direct supervision of a teacher or coach.
- Students may be in classrooms, labs, the gym, theater and studios only under a teacher's supervision.
- All members of the Foote School community must treat others with respect and kindness.
- The Foote School does not tolerate teasing, bullying or intimidating behavior. Such actions will result in disciplinary consequences.*

- Offensive, vulgar and discourteous language and behavior will not be tolerated. Verbal and written threats or jokes about school violence are taken very seriously.
- Students may not engage in dangerous behavior that threatens their own safety or the physical or emotional well-being of others.
- Sexual harassment is illegal. The school will not tolerate sexual harassment of any nature - verbal (including teasing or kidding), physical or written - of its teachers, students, administrators or other employees. Anyone at the school who has questions or concerns or believes that he or she, or others, are being sexually harassed should contact his or her teacher, advisor, division head or the head of school. All complaints of sexual harassment will be taken seriously and will be treated, to the extent possible, as personal and confidential.
- All members of the Foote School community should demonstrate honesty and respect for people and property at all times. Academic honesty is an important value at our school. Cheating, lying, stealing and vandalism are unacceptable behaviors.
- The school does not allow students to possess or use illegal, controlled substances, weapons, tobacco or alcohol on school property or on school trips at any time.
- Students must follow all bus and van safety rules during any off-campus experience.
- Computers (including laptops and tablets), cell phones and other electronic devices may be used only with explicit permission and in the presence of a faculty member. Likewise, headphones should not be used on campus or during a school trip (including on buses or vans) unless a teacher makes a specific allowance.*
- Students who ride bicycles to school should lock them at the bike racks outside the main office or JMSTB. Skateboards, scooters and rollerblades may not be used on campus and must be kept in lockers or in the division head's office.
- If a student misses school due to illness, he or she may not participate in an afternoon or evening activity, such as an athletic contest, drama rehearsal or performance.

Foote School rules and expectations pertain to any activity, event, trip and travel sponsored by the school, and they also apply to all aspects of the After School Program. In addition, these rules and expectations apply to any and all student behaviors - on-campus or off-campus - that could have an adverse impact on the school, students or faculty. This includes all forms of electronic communication.

*Further information regarding Foote's policies on teasing, bullying, harassment and the use of electronic devices can be found in separate appendices of the Parent Handbook.

Lower School Discipline

In the Lower School, children are held to developmentally appropriate expectations. The language of Falco's PRIDE serves as a framework to teach and model desired behavior and provide positive feedback as well as guidance regarding appropriate decision making and behavior.

Most instances of inappropriate behavior are handled by the teacher in the classroom. In the event of more serious or chronic misbehavior, students may be referred to the Head of Lower School to reflect on their behavior. Parents are notified and strategies are designed to support the students and their development as community members.

In rare cases when a student is unable to participate as a positive and safe member of the community, the division head may contact the parents and ask them to bring the child home for the day.

Middle School Discipline

The Middle School fully subscribes to the school's philosophy that an effective and thoughtful approach to discipline honors both the goal of promoting a safe learning environment for the entire community and a commitment to helping young people grow through reflection and guidance.

Foote School expects all members of the community to live by the core values of the Falco's PRIDE: perseverance, respect, integrity, dependability and excellence. On the occasion that a student's behavior steps outside of the community's expectations, the school – represented by teachers, advisors and administrators – will seek to correct the situation and will determine appropriate consequences as needed.

In their efforts to promote a positive school environment, teachers are asked to effectively handle minor infractions at the classroom level, often through honest and direct one-to-one dialogue. As needed, a teacher or advisor may assign a student to serve a detention either during flex time after lunch or after school on the next Friday afternoon. All behavioral concerns will be recorded, and ongoing concerns or patterns of misbehavior will be reported to the Head of Middle School. The student's teacher, advisor, or the Head of Middle School will contact the student's parents when necessary, and parents may be asked to come to the school for a further conversation.

More serious infractions occur when a student's behavior threatens the personal or emotional safety of other members of the community, and a stronger response will follow. The Head of Middle School will evaluate such instances with the assistance of other faculty members and will make every attempt to consider all sides of the issue. The Head of Middle School will contact the student's parents at an appropriate juncture and may invite them to school for a conversation.

Decisions regarding appropriate consequences for major violations of school rules are made by the Head of School in conjunction with the Head of Middle School. With an understanding that every situation is unique, the penalties for disciplinary infractions are graduated and take into account the student's age, ability and disciplinary history.

If it is determined that a student's actions warrant consequences beyond flex-time or after-school detentions, the school may consider probation, a day of reflection or suspension.

In the case of probation, a letter of warning will be written that outlines the school's concerns and states that a student must avoid further incidents of misbehavior for the remainder of the school year, or more serious consequences will follow. This letter will be shared with the student and his or her family, and a copy will be placed in the student's file. Provided no further infractions occur, the letter will be removed at the end of the school year.

If a student's actions are such that he or she would benefit from time away from school to consider his or her actions, the student will remain home for a day of reflection. As with probation, a day of reflection will incur a letter of warning to document the infraction, but no official record will be maintained by the school if the student maintains a positive record for the remainder of the school year. Provided no further infractions occur, the letter will be removed at the end of the school year.

A suspension of two or more days (including extracurricular activities) will occur when a student has committed a major violation of community expectations. The suspension will become part of a student's permanent record. While it is not reflected in the academic transcript, documentation of such a suspension will be part of the school's official communication to any secondary schools to which the student applies or to which the student has been accepted.

Expulsion from Foote School, used only in the rarest of cases and as a last resort, is reserved for misconduct deemed extremely serious by the administration and faculty.