

Upper Darby High School Code of Character



Opportunity • Unity • Excellence

2024-2025 School Year

Table of Contents

Philosophy	1
Responsibilities of the Student	1
Responsibilities of the Staff	1
Responsibilities of the Families	2
Rights of Students and Families	2
Late to School Policy	
Tier II Program	
Tier I-III Code of Conduct Behaviors of Concern	
Positive Classroom Management Strategies	
Royal Points Program	
Royal Recovery Options	
School Service	
Student Attendance Improvement Plan	
PBIS Behavior Flow Chart	
PBIS Royal Revolution Matrix	
Central Administration Pupil Service Contact Information	

Philosophy

The Upper Darby High School Code of Character embodies the basic principles of responsibility, respect, and safe student behavior. We provide a restorative approach to students' concerning behaviors, and the importance of stakeholder relationships is integral to this approach. Building on our commitment to equity and Positive Behavioral Interventions and Supports (PBIS), Upper Darby School District continues to work to embed Restorative Practices and Trauma-Informed Care as part of our school's culture and climate across all settings.

Upper Darby School District believes that behaviors develop over time and that school responses to behaviors of concern should be developmentally appropriate, considering each child's needs. A continuum of instructional strategies and suggested behavioral responses support teaching and learning, foster positive behaviors, and reflect a restorative philosophy. A restorative approach to discipline affords opportunities for students to learn from their mistakes, correct wrongdoings that result from their behavior, and restore relationships that are disrupted by their actions.

We believe relationships are essential to student academic success and social, emotional, and behavioral development. In all practices, our responses to student behaviors will support the ongoing development of the child, the school community, and the relationship between both.

Responsibilities of Students

*Upper Darby School District **STUDENTS** have the responsibility to:*

- Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect and dignity to other persons and to property
- Practice respectful, responsible, and safe behaviors
- Arrive on time, prepared to actively participate in their learning
- Work to their potential both inside and outside of the classroom
- Respect school property and ensure that safe conditions continue in our school.
- Know the rules and expectations for their behavior
- Ask questions when they do not understand
- Seek help in solving problems that might lead to discipline
- Work to develop strategies to control anger/frustration
- Maintain behavior that is free from all forms of bullying, harassment, and discrimination
- Empower students to utilize elements of restorative justice to resolve conflict

Responsibilities of Staff

*Upper Darby School District **EDUCATORS** have the responsibility to:*

- Establish and maintain a climate of mutual respect and dignity for all students
- Establish an environment that is culturally sensitive
- Model and teach positive expected behaviors across all areas and disciplines
- Know school expectations, policies, and rules, and enforce them in a fair and consistent manner
- Effectively communicate with students, families, administration about academic and behavioral concerns
- Be aware and informed of your own professional responsibilities

Responsibilities of Families

Upper Darby School District ***FAMILIES*** have the suggested responsibility to:

- Recognize that the education of their child(ren) is a joint responsibility of families and the school community
- Build positive relationships with school staff and communicate with teachers
- Support your student(s) timeliness and attendance
- Support student's adherence to all safety precautions, rules, and policies
- Share concerns as needed
- Read building level and school district communications
- Participate!- attend school informational meetings, join our Home and School Association, attend family conferences, and events
- Know school rules and help their children understand them
- Help their children deal effectively with peer pressure

Rights of Students & Families

The Upper Darby School District has the shared belief that families and students are an integral part of the disciplinary process. All conduct matters are in compliance with local, state and federal laws. The Upper Darby School District wants all stakeholders to be aware that they have the right to appeal any disciplinary action which can be initiated through contacting school and district-level administrators.

Resident students have the right to a free, appropriate public education until age 21 or graduation from Upper Darby School District, whichever occurs first.

In cases where discipline is being considered, each student will have a fair chance to have their side of a controversy considered.

The Upper Darby School District does not discriminate against any student on the basis of race, creed, handicap, nationality, or sex. If there are any concerns regarding such matters, they should be referred to the student's teacher or guidance counselor. If the concern cannot be resolved at this level, the building administration can be asked to participate in resolving the problem. In line with school district organization, the Director of Secondary Education can be involved in any matter not resolved at the building level.

This Code of Character has been prepared in accordance with local, state and federal laws, which define student rights and specify the need for a comprehensive discipline policy. Special Education students are subject to all parts of the Code of Character. The District complies with all aspects of the Individuals with Disabilities Education Act (IDEA) and Pennsylvania Department of Education Special Education Regulations.

Responsibilities of the Student ([Board Policy 235](#)):

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students,

administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[4][7][8][9][10][11]

It shall be the responsibility of the student to:[7]

1. Be aware of all policies, rules and regulations and Code of Student Conduct for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[10]
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.[12]
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.[13]
7. Attend school daily and be on time to all classes and other school functions.[9]
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.[11]
11. Not use obscene language in student media or on school property.[11]

Behavior(s) of concern of this policy may result in disciplinary action, consistent with the Code of Student Character and Board policy.[10][14]

Description of Behaviors of Concern and Responses by School

Tier 1 Behaviors of Concern are behaviors that impede orderly classroom procedures, which include but are not limited to the examples below. Tier 1 behaviors of concern should be addressed by the teacher. If a tier 1 behavior persists, teachers will refer the student to administration and the grade-level team.

Tier 1 Behaviors of Concern	Responses by School for Tier 1 Violations
Late to Class Disrespect to Teacher Disruptive Classroom Behavior Disruptive Hallway Behavior Inappropriate Language Dress Code Violations Misuse of Hall Pass Violation of the Acceptable Use Policy Possession of an Electronic Device	Parent contact by teacher Teacher Conference Teacher Detention Teacher will complete conduct referral to inform center team Teacher will consult grade-level team Restricted hall pass use

Cell Phone Use During Instructional:

According to Administrative Regulation 237, the use of cell phones and other personal communication devices is prohibited during instructional time.

Tier 2 Behaviors of Concern are chronic Tier 1 behaviors or a behavior of a serious nature, which tends to disrupt the school's learning environment. Tier 2 Behaviors will be addressed by high school administration.

Tier 2 Behaviors of Concern	Response by School for Tier 2 Violations
Cutting Class Not Following Procedures Continuation of Unmodified Tier 1 Behaviors Cheating Cursing/Abusive Language Towards Staff Cutting/Removal from Detention Late to School Leaving School Grounds Minor Physical Altercation Student to Student Minor Verbal Altercation Student to Student Parking Violation Plagiarism Tampering with Instructional Materials Vaping	Parent contact by Assistant Principal Parent contact by Teacher Parental conference Disciplinary conference Reduction of Royal Points Referral to Youth Court Saturday school Restorative conference Restorative lesson Behavior reflection Apology of action Conflict resolution Principal's conference Behavior contract

Violation of Bus Procedures	Suspension from extracurricular activities Suspension from School In School Suspension
-----------------------------	--

Cutting Class:

All students are to SchoolPass into all of their assigned classes each day. Students who are unaccounted for, not present or late in excess of 10 minutes after the start of a scheduled class, will have a discipline referral entered for class cutting.

Late to School:

All students are expected to be in school at their assigned entry time. The scheduled entry time for a majority of students is 9:25 AM. Class begins at 9:45 AM. Students with a scheduled late entry are expected to be in their classroom at the start of their first assigned period. Students and families should work to attend school regularly and on time.

Number of Lates	Response by School for Repeated Lates
5	Phone call, Royal Point Reduction
10	Official Written Notice, and Royal Point Reduction
15	Principal's Conference, Group Accountability Lesson, and Royal Point Reduction
20	Referral to Tier II, Royal Point Reduction, SAIC

Tier 3 Behaviors of Concern

Tier 3 Behaviors of Concern are behaviors that may pose a threat to the health, safety, or welfare of a member of the school community.

Tier 3 Behaviors of Concern	Response by School for Tier 3 Violations
Continuation of Tier 2 Offenses Bringing Unauthorized Visitors Causing a False Alarm Creating a Health/Safety Hazard Drug Paraphernalia Possession Extortion Forgery	Parent contact by administration Principal's conference Disciplinary conference Referral to Student Assistance Program Social Work referral Restorative conference Restorative lesson

<p>Gambling Violation of the Gang Policy Instigating a Fight Not following fire drill or lockdown procedures Motor Vehicle Violation Possession/Sale of Stolen Goods Possession/Setting off of an incendiary device Violation of the Terms of Suspension</p>	<p>Behavior reflection Conflict resolution Apology of action</p> <p>The Principal in consultation with the Superintendent will contact the parent, and do one or more of the following:</p> <p>Suspension from Extracurricular Activities Out of School Suspension In School Suspension Expulsion Referral to AEDY Contact law enforcement authorities</p>
<p>Any violation of the Pennsylvania Crimes Code constitutes a Tier III violation. Acts that pose a direct threat to the health, safety, or welfare of others in the school include but are not limited to the following examples:</p> <p>Simple Assault on Student Aggravated Assault on Student Simple Assault on Staff Aggravated Assault on Staff Rape Involuntary Sexual Deviate Intercourse Sexual Assault Aggravated Indecent Assault Indecent Exposure Open Lewdness Obscene and other sexual materials and performances Sexual Harassment Racial and/or Ethnic Intimidation All Other Forms of Harassment or Intimidation Fighting Minor Altercation Stalking Kidnapping or Interference with the Custody of a Child Unlawful Restraint Threatening School Official or Student Recklessly Endangering Another Person Robbery Theft and Related Offenses Crimes Related to Criminal Homicide Bullying Burglary</p>	

Arson and Related Crimes Institutional Vandalism Criminal Trespass Rioting Bomb Threats Terroristic Threats Failure of Disorderly Persons to Disperse upon Official Order Disorderly Conduct Possession, Use or Under the influence of a Controlled Substance Sale or Distribution of a Controlled Substance Sale, Possession, Use or Under the Influence of Alcohol Possession, Use, or Sale of Tobacco Cyber Harassment of a Child Possession, Use, or Sale of Vaping Materials Possession of a Weapon	
--	--

Vaping:

Possession of all cigarettes, electronic smoking products or devices, including vaporizers, e-cigarettes, or other tobacco products on school grounds, or at school-sponsored events is a violation of the Upper Darby High School Code of Character.

Below are possible responses by the school for violations of the vaping and tobacco policy:

- Cessation Course through Vector
 - Vaping: Understanding and Prevention
- Confiscation of the device. Devices will not be returned to students or families.
- Saturday School
- Suspension from extracurricular activities
- Parental conference
- Out-of School Suspension (for subsequent violations)

All employees of the Upper Darby School District have a responsibility to promptly refer any suspected or confirmed action, which could constitute a Tier III Violation to any available administrator, school safety officers, and Children and Youth Services (CYS) as a mandated reporter. Upper Darby School District recognizes the potential for behaviors to warrant a referral to our SST team for examination into providing the student with additional support.

Royal Points Program

Royal Points Students start the year with 100 Royal Points. Royal Points are a measure of student behavior. Points are deducted due to violations of the Upper Darby High School Code of Character. If a student's Royal Points drop below 85, they are ineligible to participate in school-based activities, both curricular and extracurricular. All students have the opportunity to recoup Royal Points through Royal Recovery. Students are able to view their Royal Points through the Home Access Center.

Event participation includes, but is not limited to the following:

- Spectator at athletic event and/or participant based on Athletic Eligibility
- Vocal and instrumental music program rehearsals and performances
- Play and musical rehearsals and performances (participant/spectator)
- Student Government
- Media center and tech crew
- Club meetings or other activities
- Activity Field Trips
- Homecoming (participant/spectator)
- Powder Puff (participant/spectator)
- UD's Got Talent (participant/spectator)
- Proms and Class dances
- Senior Appreciation Day
- Top Royal (participant/spectator)
- PBIS Movie Nights (participant/spectator)
- Any other school-related function in which a ticket is needed to enter (participant and spectator)

Point Reductions:

- Royal Point Reduction: 1
- Disciplinary Conference: 2
- Saturday School: 3
- Suspension: 5

Students who pay for an extracurricular activity (dance ticket, field trip payment, etc.) are not guaranteed a refund if they are later deemed ineligible. Athletic team practices, games, and any other organized team activities will fall under the athletic program regulations sanctioned by the PIAA, but also will be held to the same standards required by the Royal Points Program.

Royal Recovery Options

Daily Royal Recovery:

Any student looking to recoup Royal Points has the opportunity to do so by completing a Royal Recovery Sheet. Students can earn points through positive classroom behavior and attendance. For each assigned class, students should have their teacher sign as evidence of positive student behavior. Upon completion of five successful school days, the student will earn back five points.

School Service:

Students also have the option to participate in a School Service Activity in order to regain points in the Royal Points Program. Voluntary school service, that is approved by school personnel, can earn up to 5 Royal Points.

Royal Recovery Workshops:

Periodically throughout the year, grade-level centers will offer Royal Recovery Workshops. Students must attend all three days of the workshop, and they must engage in the restorative lesson and activities. Upon completion of a workshop, students will earn 10 Royal Points.

Student Attendance Improvement Plan

The purpose of a Student Attendance Improvement Plan (SAIP) is to assist a student in improving their attendance. A SAIP is typically created with a student's support system—including parents/guardians, school counselors, IEP case managers, and building administrators. A SAIP is recommended for students who are habitually absent from school. Additionally, a SAIP may be recommended for students who are chronically late to school or students who are frequently cutting class.

Searches

School authorities may search the person, the possessions of, and/or the locker assigned to any student. School authorities may take temporary possession of and safeguard any materials, which are considered to be evidence of the commission of an offense or of other improper activity.

In general, searches should be based on reasonable suspicion that material will be produced, which evidences the violation of the Upper Darby High School Code of Character and/or a violation of applicable law, statute, or regulation. Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare, or safety of the school population, student lockers may be searched without prior warning.

Custody and control of student lockers are shared jointly by the Upper Darby High School and the assigned student(s). Although students have a legitimate expectation of privacy in a school locker, the expectation should be minimal. Under certain circumstances, the interests of the Upper Darby School District to search a locker or lockers will clearly outweigh the intrusion into the privacy rights of students.

Deterring drug possession and use is a compelling concern for school officials. Appropriate searches are permissible to both discover the evidence of drugs within the school and to warn students that bringing drugs to school will not be tolerated. Canine sniff searches will be used to minimize the intrusiveness of any mass or school-wide search.

Students who attend dances at Upper Darby High School and prom(s) off-site will be searched at the door as part of our standard procedure. Students who are found in possession of materials that violate the Upper Darby Code of Character will be subject to school discipline.

Physical Restraint

Physical restraint may be used for, but not limited to, the following reasons: defense of self or others, removal of students from the educational setting, or detaining a student while awaiting the arrival of school administrators or police.

Staff members may use reasonable force as is necessary to protect themselves from attack, protect another person or property, quell a disturbance threatening physical injury to others, and/or obtain possession of dangerous objects.

Tier II Program

As part of our PBIS framework, UDSD provides interventions for students who do not respond positively to school-wide expectations and procedures. Students demonstrating the need for additional behavioral support may be referred to the Tier II team. The procedures are as follows:

 Tier II Flow Chart 23-24

Central Administration Pupil Service Contact Information

Edward Marshaleck
Assistant Superintendent of Student Services
emarshaleck@upperdarbysd.org
610-622-7000 ext. 3213

Dr. Brian Ursone
Director of Pupil Services
bursone@upperdarbysd.org
610-789-7200, ext. 3216

Kelley Simone
Director of Secondary Education
ksimone@upperdarbysd.org
610-789-7200, ext. 3295