

DISCIPLINARY GUIDELINES UNIQUE TO THE GIRARD ACADEMIC MUSIC PROGRAM

Disruption of School or Classroom

Good classroom instruction requires that students be attentive and cooperative. No student shall disrupt the teaching/learning process. Consideration for classmates and neighboring classes must be maintained.

Infractions will be dealt with on individual bases utilizing student conferences, parent conferences, detention and/or suspension. Repeated offenders will be referred to the administration by the teacher with documented, corrective action taken before the referral.

Lateness

EXPECTATIONS:

Students are mandated to arrive to school and classes on time.

- All students **must** swipe in with their ID no later than 8:00 AM.
- All students **must** be in their 1st Period class at 8:03 AM.
- All students **must** be in regular period classes by the second bell.
- If walking into class late, a student must have a note from a staff member.

CONSEQUENCES:

- Students arriving to 1st period after 8:03 will be issued a late demerit from the 1st period teacher.
- Students that arrive late to school and miss 1st period will be issued a detention for cutting class.
- Students arriving late after the second bell will be issued a late demerit from their period teacher.
- Students that are late 3+ times a marking period will be placed on probation from school extra-curricular activities, and parent/guardian will be notified by the teacher(s).
 - ***** Lateness to class with a teacher/staff note will be an excused lateness.
 - ***** A Doctor's note stating they were seen that day will excuse the lateness.
 - ***** If Severe weather, school administration will determine whether or not demerits are issued.

Cutting Class

EXPECTATIONS:

Students are to arrive to class on time.

- All students **must** arrive to class before the second bell rings.
- Students that arrive 10+ minutes late without a note from a staff member is considered "Cutting Class"
- Leaving class without permission is considered "Cutting Class"
- Students leaving class with permission but gone for 10+ minutes is considered "Cutting Class"
- Being present in school and not in class is considered "Cutting Class"

CONSEQUENCES:

- Student will be issued an afterschool detention by the teacher.
- Teacher will notify the parent via phone call.
- After 3rd occurrence a parent/teacher conference will be required.
- If continues, school administration will issue further consequences.

Truancy

Parental conference will be held and School District Truancy Department will be notified after 5 unexcused absences or lateness.

Unauthorized Leaving of the School Grounds

- Administration will follow school district protocol

Lunchroom, Stairs, Hallway Conduct:

EXPECTATIONS:

- All food is to be consumed in the lunchroom and at no time to be taken to classrooms, hallways or other parts of the building.
- Students may never leave the building for lunch.
- Students are never to have lunch delivered from outsider vendors.
- No food is to be taken outside to the school yard or to the classroom.
- Students must have a note from a staff member if that staff member wants to see the student at lunchtime.
- Students are expected to behave appropriately and safely.
 - No profanity
 - No horseplay or “play fighting”
 - No cell phone use in the hallways or stairwells. Cell phones only allowed in the lunchroom (See electronic devices expectations below)
 - No running
 - Be mindful of classes still in session
 - Talk in an appropriate tone
 - Be mindful of students and staff around you

CONSEQUENCES:

- Demerit or detention will be issued.

Electronic Devices/Cell Phones

Inappropriate use of all electronic devices including cell phones is prohibited. This includes but is not limited to:

- Texting – to anyone including - parent to student, student to parent, student to student.
- Talking on the phone to anyone including parents/guardians.
- Computer usage for anything other than school related activities
- Listening to music during instructional time
- Taking pictures or video taping anything or anyone on school property, during the school day.

EXPECTATIONS:

- Cell phones are not to be seen nor heard in classrooms unless a teacher permits its use for classroom purposes
- Cell phones are not to be seen nor heard in stairwells and hallways

CONSEQUENCES:

- 1st offense- a demerit will be issued and phone will be taken to the office until the end of the day.
- 2nd offense- a detention will be issued, phone will be taken to the office until the end of the day, the advisor will call the parent/guardian
- 3rd offense- a detention will be issued, phone will be taken to the office until a parent/guardian picks it up

Smoking/Vaping/Drug/Alcohol

- Administration will follow school district protocol

DRESS CODE FOR THE GIRARD ACADEMIC MUSIC PROGRAM

GAMP will enforce the use of a school attire uniform policy. All students in grades 5 through 12 will be required to wear this attire daily. Questions on GAMP's uniform policy can be answered by calling the school office at 215-400-8230 during the regular school day hours (8:00 am – 3:04 pm).

The dress code policy should enable our students to exemplify their pride in attending the Girard Academic Music Program while proudly wearing the colors of the school, i.e., navy blue, white, grey, and emerald green.

It is recommended that school uniforms be ordered each June for the school year beginning the following September. Arrangements can be made with the uniform company Triple Play or Cramer's uniforms. Triple Play can be reached at (215) 923-5466 and Cramer's can be reached at 215-468-2400 to answer questions regarding ordering, pricing, and quality of the clothing our students will purchase as the official GAMP "casual attire" uniform.

EXPECTATIONS:

- Students are required to wear GAMP Colored apparel (navy blue, white, grey, emerald green) preferably containing the a GAMP Logo.
- Shirts – solid color t-shirt, polo, or long sleeve (navy blue, white, & emerald green, grey)
 - Solid color means no logos, pictures, or wording.
 - No back, shoulders, chest, or midriff should be exposed
 - Tank tops are prohibited
 - Must be neat and free of tears
 - Some exceptions are made for GAMP athletic teams and clubs per administrative approval
- Outerwear –solid color sweaters, sweatshirts, hoodies in GAMP Colors (navy blue, white, emerald green, & grey) preferably containing the GAMP logo.
 - Some exceptions are made for GAMP athletic teams and clubs per administrative approval
 - Must be neat and free of tears
 - Solid color means no logos, pictures, or wording.
 - Non-compliant outerwear must remain in a student's locker during school hours with the exception of the lunch period
- Pants – Must comply with the School District of Philadelphia dress code (Pants must be neat, free of tears, and have no inappropriate logos, pictures, or wording).
- Skirts/skorts - No shorter than four inches above the knee
- Shoes – sneakers and street shoes are acceptable.
 - No open toed shoes, flip flops, or sandals will be permitted
- Headgear- Only religious headgear is permitted. NO HATS OR HOODS ON HEAD are permitted in the halls or classrooms.

CONSEQUENCES:

- 1st offense- Student will receive spare clothing for the day, be issued a demerit, the teacher will call the parent/guardian.
- 2nd offense- Student will receive spare clothing for the day, be issued a demerit, and the advisor will call the parent/guardian
- 3rd offense- Student will receive spare clothing for the day, a detention will be issued, and a parent/teacher conference will be required.
- If continues, school administration will issue further consequences.

***Student will need to wash the spare clothing and return it to school the next day.

RULES GOVERNING THE DEMERIT INFRACTION SYSTEM

Section 1: Demerit Accrual

Throughout the school year the accumulation of each demerit will result in parent notification via email and online documentation.

As students accrue demerits during a single marking period, the following disciplinary actions will be taken:

- An accumulation of **3 demerits** will result in a detention and notification via email and/or a parent letter.
 - **Note:** Each time a student accrues three [3] demerits he or she will be assigned a detention that must be served during the week when it is scheduled.

Section 2: Circumstances Warranting Demerits

The following is a list of circumstances that will result in at least one demerit being issued to a student:

- **Unexcused Lateness to Class/Advisory and/or Lateness to School** (excused lateness must be verified by a note from a doctor, parent/guardian, or faculty member)
- **Dress Code Violation** (please reference the Student Handbook for guidelines governing school dress code)
- **Consuming Food in the Classroom**
- **Use of Profanity** (anywhere on school premises)
- **Disrespect towards a member of school Faculty, Administration, Staff, or Security** (extreme cases can result in administrative action)
- **Inappropriate use of all electronic devices including Cell Phones**
- **Littering in Classrooms, Hallways, or Bathrooms**
- **Misuse of Supplies or Equipment**
- **Computer Violation (3 demerits = 1detention)**
- **Cutting Class (3 demerits = 1detention)**
- **Teasing or Insulting another Student** (this includes bullying and/or harassment)

This list is not exclusive and may be amended in the future. If amended, parents/guardians will receive information about the changes before the amendments go into effect.

Section 3: Tracking Demerit Records

- Demerits (including student attendance issues) for all teachers can be tracked via an online system.
- On Monday of each week an email and/or letter will be issued regarding demerit accumulation and detentions that must be served. These will be sent both to the student as well as to parents/guardians.

Section 4: Scheduling Of Detentions

- Once a student accumulates 3 demerits students will be notified that they must serve an hour detention during that week. Parents/guardians will also be notified.
- Detentions will be held **afterschool** from 3:05 p.m. until 4:05 p.m. The day will be in the notification letter.
- If a student fails to attend detention, they will receive an additional detention. Three missed detentions will result in administrative action.
- Alternatives to scheduled detentions are only given for students involved in school-related activities **for which they receive academic credit**. Principal Moore or Mrs. Ortiz must approve all scheduling alternatives.
- Students will be notified of the location for detention. During detention sleeping, use of technology, drawing, etc. will not be permitted. **If a student is not compliant during detention, they will be issued an additional demerit for each infraction.**

Section 5: System Reset

Accumulation of demerits will reset on the first day of each new marking period.