

DISCIPLINE POLICY

PHILOSOPHICAL BASE

Because we believe that students can act responsibly, U.S.D. #284 established a district-wide discipline policy in an effort to establish a backbone for helping students to grow responsibly. This effort resulted from a basic belief that students, parents, teachers, and staff are worth it. Furthermore, our goal as a district is to treat students in a way that we would all expect to be treated.

CLASSROOM GUIDELINES:

Students have the right to be in school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning. ALL students MUST be allowed to learn. In order for that to happen, teachers MUST be allowed to teach and staff MUST be allowed to do their jobs. A teacher's job is not to **make** students behave responsibly. A teacher's job is to establish a backbone for growing responsibly. Teachers need to:

1. Clarify what they want;
2. Communicate those expectations simply and directly; and
3. Let students know what consequences will occur if they choose to act irresponsibly.

Suggested Elementary Classroom Rules. Rules help to create a structure that serves as a backbone for learning, not a brick wall. In order to create that structure, the rules need to be simple and consistently administered. Students need to:

1. Show up on time.
2. Be prepared.
3. Do assignments.
4. Respect your own and others' life space.

GENERAL RULES OF CONDUCT

1. Students shall conduct themselves at all times so as to reflect positive credit upon themselves, their school, and their community.
2. Hands Off Policy: All students are expected to be responsible for themselves and their actions while demonstrating respect for other students. All students are expected to keep their hands to themselves and avoid unnecessary pushing, shoving, slapping, hitting, public display of affection, or other personal contact. This includes all student-to-student contact.
3. Students are not to have cell phones/pagers in school during school hours. Cell phones/pagers will be turned off and stored in lockers.
1. Electronic devices (such as CD players, MP3 players, etc.) are not to be used during school hours. They will not be worn in the hall during class changes or in lunch lines.

2. Every staff member has the authority to correct a student's behavior any time or place within the buildings, on school property, at school activities, or on buses.
3. Articles found in the building should be taken to the office. Items not claimed at the end of school will be discarded in June or given to a worthy cause.
4. All notices placed on bulletin boards must first be approved by the office. **AT NO TIME ARE POSTERS TO BE PLACED ON WALLS WHERE PAINT WILL PEEL OFF.**
5. Students will not be in the building prior to 7:30 a.m. or after 3:30 p.m. unless under the direct supervision of a staff member. This includes practices, workouts, study time, detentions, etc. Students in the weight room, at workouts, sports practices, music rehearsals, cheerleader practices, in dressing rooms, etc., must be under the **DIRECT** supervision of a staff member.
6. Once students enter the building in the morning or arrive to school on the school bus, they should not leave the school without permission and signing out in the office.
7. All passengers in USD 284 vehicles are required to wear a seat belt*.
 - * Currently, only the driver's seat on school buses is equipped with a seat belt.
8. Students academically in-eligible, pending SIT meeting for absences, serving consequences under the discipline cycle for a Level 1 or Level 2 offense, or serving suspension time for violation of chemical substances, alcohol, or tobacco policy may not attend any school sponsored activity that is not required for a grade. If the school participates or hosts an activity and the student is not required to participant for a grade in a class, they may not attend until the consequences assigned to them are served. The exception to this is participating in sports practices as outlined in the Athletic/Activity Eligibility Policy. Students may not participate even if teachers give extra credit for the event.

CONSEQUENCES DEFINITION

The following definitions provide the foundation by which every building will operate.

EXPULSION—An expelled student is one who has been suspended for the remainder of the school year upon the recommendation of the administration and after a board of education hearing.

EXTENDED SUSPENSION—A student on extended suspension is one who has been suspended for the remainder of the semester upon the recommendation of the administration and after a board of education hearing.

OUT OF SCHOOL SUSPENSION—Suspension time will be spent a way from school under the responsibility of a parent or guardian. A student who is suspended from school for any reason will not be allowed to attend class, to participate in or attend school functions, or to represent the school in any activity during the time of suspension. .

IN SCHOOL SUSPENSION—A student may be suspended but remain in school in an isolated environment. Assignments are given and the suspended student is expected to complete these materials, thus receiving credit for the work. Participation and attendance in school activities is the same as an out of school suspension. There is **NO LUNCH BREAK** as such. The student may bring a sack lunch or the student may eat a cafeteria lunch in the suspension room.

REMOVAL FROM CLASS--If a student's behavior is affecting the classroom environment in such a way that other students' learning is affected, that student will be sent from class directly (by the most direct route) to the office. The teacher will submit a discipline referral to the principal at his/her earliest convenience before administrative action will be taken. This notification may be made by e-mail. Before discipline actions are enforced, an attempt will be made to contact the parents/guardian of the student(s).

DETENTION AFTER SCHOOL

A student at the principal's discretion to in-school suspension can be assigned detention time from 3:30-5:30 PM after school. During detention time students are required to work on school assignments. Participation and attendance in school activities is the same as any school suspension when assigned extended detention time.

EXTENDED DETENTION

A student at the principal's discretion to in-school suspension can be assigned extended detention from 3:30-7:30 PM after any school day. During extended detention students are required to work on school assignments. Participation and attendance in school activities is the same as any school suspension when assigned extended learning. Students who have church activities on Wednesday evening may be released from extended learning in time to attend the activity. Students will be required to provide a note from the church activity sponsor to be released and provide a note of attendance to not make up the time missed from extended learning.

** At the principal's discretion, two days of detention may be substituted for each day of extended detention.

** State law requires CCHS to report any occurrences to law enforcement officials that results in Suspension or Expulsion for the following reasons: Weapons violations, Illegal Drug violation, or an incident that cause Serious Bodily Injury or could have resulted in Serious Bodily Injury. The principal will report all of these incidents to local law enforcement officials within ten days of the incident.

CCES MINOR OFFENSES

If a student violates a minor classroom or school rule they may be dealt with in the following ways.

1. Taken care of at teacher discretion.
2. Teacher tries another method of discipline.
3. Consult with other staff member(s) concerning offense.

Examples (but not limited to) of minor offenses at CCES are as follows:

Tardiness Being unprepared Inappropriate remarks and behavior

Time-out is handled with teacher discretion. Used as "think time" and may be requested by the student.

CCES DISCIPLINE CYCLE

LEVEL 1 OFFENSES:

1. Hitting, bullying, and physical abuse to self or others.
2. Defiance of authority.
3. Inappropriate remarks or behavior.
4. Damaging or stealing property.

(Approximately \$5-\$50. Ownership of these problems includes making proper restitution--replacing or paying for property destroyed/stolen.)

5. Deliberate failure to attend class.

Logical and realistic consequences give students the power to be active participants in their learning. The following structure provides opportunities for students to grow and time to think. Our job is to empower and influence students—no to control them and make them mind. Academic work will be provided by the teacher(s) so that students will be given an opportunity to receive credit during all suspensions. All consequences are subject to principal's discretion.

STEP 1: Students receiving a Level 1 Offense will spend 1 hour in In-School Suspension (I.S.S.) discussing the situation, alternative ways to handle future situations, and their responsibilities in similar situations.

STEP 2: For the 2nd Level 1 Offense, a student will spend 1/2 day in I.S.S. and write an action plan. The student will contact his/her parent/guardians regarding the situation, and a copy of the student's action plan will be sent home. If the parents/guardians cannot be contacted, they will be asked to sign and return the action plan.

STEP 3: For the 3rd Level 1 Offense, the student will spend 1 day in I.S.S. Parents/guardians will be contacted. A contract will be drawn up which will need to be signed by all parties to include the student, teacher, ISS supervisor and principal.

STEP 4: For the 4th Level 1 Offense, the student will spend 3 days in I.S.S. The student improvement team will review the case in order to make appropriate recommendations, and a conference with the parents/guardians will be required before the student will be allowed to return to the regular classroom.

STEP 5: For the 5th Level 1 Offense, the student will spend 5 days in I.S.S. and will satisfactorily complete a specific curriculum. The student improvement team will review the case in order to make recommendations, and a conference with the parents/guardians will be required before the student will be allowed to return to the regular classroom.

STEP 6: For the 6th Level 1 Offense the student will spend 5 days in out-of-school suspension. The student improvement team will review the case in order to make appropriate recommendations. The student will be given a specific curriculum to complete at home with the parents/guardians and a conference will be required before the student will be allowed to return to the regular classroom.

STEP 7: For the 7th Level 1 Offense, alternative placement, which may include extended suspension or expulsion, will be recommended to the Board of Education because all steps have been tried and the student is still not functioning adequately in the school.

LEVEL 2 OFFENSES: **

1. Vandalism or major theft (over \$50 - Ownership of these problems includes making proper restitution--replacing or paying for property destroyed/stolen.)
2. Physical assault or threat of physical assault.
3. Violation of the Weapon Policy
4. Violation of the Chemical Policy
5. Violation of the Cell Phone Policy

****State law requires CCES to report any of these occurrences to the Sheriff's Department.**

STEP 1: For the 1st Level 2 Offense, the student will spend 5 days in I.S.S. and will satisfactorily complete a specific curriculum. The student will be ineligible to participate in all school activities for that 5-day period. (See Activity Note) The student improvement team will review the case in order to make appropriate recommendations, and a conference with the parents/guardians will be required before the student will be allowed to return to the regular classroom.

STEP 2: For the 2nd Level 2 Offense, the student will spend 5 days in out-of-school suspension. The student will be ineligible to participate in all school activities for that 5-day period. (See Activity Note below). The student improvement team will review the case in order to make appropriate recommendations. The student will be given a specific curriculum to complete at home with the parents/guardians and a conference will be required before the student will be allowed to return to the regular classroom.

STEP 3: For the 3rd Level 2, alternative placement, which may include extended suspension or expulsion, will be recommended to the Board of Education because all steps have been tried and the student is still not functioning adequately in the school.

MINOR OFFENSES FOR MS/HS

All minor offenses are handled on the spot in classrooms, halls, lunchroom, and other general areas of the school. Teachers may try various methods of discipline in the handling of minor offenses before they become major offenses. Minor offenses include (but are not limited to) tardiness, PDA's, profanity, derogatory remarks, seminar violations, miscellaneous school rule violations, inappropriate written comments, inappropriate gestures.

LEVEL 1 OFFENSE (MS/HS)

- A combination of minor offenses can constitute a Level 1 offense
- Repeated minor offense of the same nature
- Defiance of authority
- Cell phone violation
- Use of electronic devices in the hall or class,
- Inappropriate remarks or behavior
- Damaging or stealing property (\$5-\$50--Ownership of these problems includes making proper restitution--replacing or paying for property destroyed/stolen.)
- Deliberate failure to attend class (absent without being officially excused)
- Office referrals for disrupting the educational process in class
- Fifth tardy in one semester

LEVEL 2 OFFENSE (MS/HS)

- A combination of Level 1 offenses can constitute a Level 2 offense. Violation of USD 284 policies in any of the following areas:
- Vandalism or major theft (Over \$50.00--Ownership of these problems includes making proper restitution replacing or paying for property destroyed/stolen.)
- Bullying or Harassment
- Physical assault or threat of physical assault
- Violation of the Weapon Policy
- Violation of the Chemical Policy
- Violation of the Cell Phone Policy

CCMS/CCHS LEVEL 1 OFFENSES:

Step 1: For the first Level 1 Offense, the student will meet with the counselor or principal to address the problem. The student will be assigned 1 day of after school detention 3:30-5:30 PM as a consequence for his/her actions. The principal or counselor will notify parents when an after school detention has been assigned and the parents/student may have up to 2 days to arrange transportation.

STEP 2: For the second Level 1 Offense, the student will meet with the counselor or principal to address the problem. The student will be assigned 1 day extended after school detention 3:30-7:30 PM as a consequence for his/her actions. The principal or counselor will notify parents when an after school detention has been assigned and possible dates for serving the time. The parents/student may have up to 2 days to arrange transportation.

STEP 3: For the third Level 1 Offense, the student will meet with the counselor or principal to address the problem. The student will be assigned 2 days extended after school detention 3:30-7:30 PM as a consequence for his/her actions. The principal or counselor will notify parents when an after school

detention has been assigned and possible dates for serving the time. The parents/student may have up to 2 days to arrange transportation and may request an extension for making arrangements. The student may not attend or participate in any activity the school hosts or participates in unless the event is required for a class grade, until the consequences are served. Including the time requested for extension.

STEP 4: For the fourth Level 1 Offense, the student will spend 2 days in out-of-school suspension. Academic work will be provided by the teacher(s) so that students will be given an opportunity to receive credit during suspension. Parents may pick up work at the school office after 3:00 daily. Suspended students will not be allowed to attend any activity involving USD 284 until after they return to school following the suspension

STEP 5: For the fifth Level 1 Offense, the student will spend 5 days in out-of-school suspension. Academic work will be provided by the teacher(s) so that students will be given an opportunity to receive credit during suspension. Parents may pick up work at the school office after 3:00 daily. Suspended students will not be allowed to attend any activity involving USD 284 until after they return to school following the suspension

STEP 6: For the sixth Level 1 Offense, alternative placement, which may include extended suspension or expulsion, will be recommended to the board of education because all steps have been tried and the student is still not functioning adequately in the school.

CCMS/CCHS LEVEL 2 OFFENSES:

STEP 1: For the first Level 2 Offense, the student will spend 5 days in I.S.S. and will satisfactorily complete a specific curriculum. A conference with the parents/guardians will be required before the student will be allowed to return to the regular classroom. Academic work will be provided by the teacher(s) so that students will be given an opportunity to receive credit during all suspensions.

STEP 2: For the second Level 2 Offense, the student will spend 5 days in out-of-school suspension. The student will be given a specific curriculum to complete at home with the parents/guardians and a conference will be required before the student will be allowed to return to the regular classroom.

STEP 3: For the third Level 2 Offense, alternative placement, which may include extended suspension or expulsion*, will be recommended to the board of education because all steps have been tried and the student is still not functioning adequately in the school.

*** The first recommendation of exhausting the steps on the discipline cycle, will be for extended suspension until the end of the current semester. If a student exhaust the steps on the discipline cycle twice in the same school year, the second recommendation will be for expulsion for the remainder of the school year.**

DISTRICT NOTE REGARDING INELIGIBILITY DURING ANY SUSPENSION

"ACTIVITY" will be defined as any activity in which the K-12 student would be representing the school to include, but not limited to, the following:

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| Academic Competitions | Student Council/NHS | Pep Bus | Wrestling |
| Scholars (Quiz) Bowl | Forensics | Field Trips | Prom |
| Journalism/Yearbook | TSA | Spanish Club | Class Trips |
| Music (Instrumental/Vocal) | Cheerleading | Newspaper | Track |
| School Play/Musical | KAYS | Football | Baseball |
| Concession Stand | Pom-pon | Volleyball | Softball |
| Cross Country | Basketball | School Ceremonies | |
| Honors Banquet | FBLA | Quill & Scroll | |