

Students

Administrative Procedure - Student Conduct

While we do not anticipate any discipline problems, if they occur, they will be dealt with swiftly. We expect students to be courteous and respectful while at school, on the bus, and/or walking to and from school.

The Classroom and Building Expectations presented below are to be used as guidelines for developing building discipline plans.

CLASSROOM AND BUILDING EXPECTATIONS

1. GENERAL EXPECTATIONS
 - a. Students are expected to avoid fights or intimidating others at all times. (Fist fights, body contact made with another student, physical act of touching another student, etc.) Children are expected to report problems to a school official (teacher, principal, bus driver, etc.)
 - b. Students are expected to avoid physical aggression at all times. (Pushing, pulling hair, throwing objects, kicking, and any other acts committed to do physical harm to other students.)
 - c. Students are expected to show respect to teachers and other school personnel at all times. (No back-talking or defiant behavior toward staff.)
 - d. Students are expected to do their homework and turn it in on time.
 - e. Students are expected to leave toys or unauthorized equipment at home.
 - f. Students are expected to leave gum or candy at home.
 - g. Students are expected to speak politely and show respect to others. (No profanity or vulgarity.)
 - h. Students are expected to come to school clean, neat and appropriately dressed.
 - i. Students are expected to walk at all times when in the hallway, cafeteria, or classroom.
 - j. Students are expected to respect others by being quiet in the halls when classes are in session.
 - k. Students are expected to show respect both for school property and for the property of others.
 - l. Walk-in students are expected to leave the building and school grounds immediately after school.
 - m. Students and/or parents are expected to pay for replacement of lost or damaged textbooks, workbooks, or library books.
 - n. Students are expected to remain in line quietly without cutting in front of others. (Recess, bus, hallway, and cafeteria)
 - o. Students are expected to talk in a conversational tone.
 - p. Students are expected to refrain from and gangs or activities that suggest any gang affiliation on school grounds or while school is in session.
2. CAFETERIA
 - a. Students are expected to use acceptable table manners.
 - b. Students are expected to remain seated.
 - c. Students are expected to talk in conversational tones while in the cafeteria.

3. PLAYGROUND (K-6)
 - a. Students are expected to refrain from throwing snowballs, rocks, sticks, or any other objects at all times.
 - b. Students are expected to stay in authorized playground area.
 - c. Students are expected to stay on the playground unless they have permission to enter the school from the supervisor on duty.
 - d. Students are expected to bring a note from the parent on any day they are not to go out for recess. A maximum of three (3) consecutive days will be allowed without a doctor's excuse.

The teacher generally handles cases of student misconduct within the classroom setting. In the event that the child's misbehavior cannot be corrected in the classroom, the child will be sent to the office to meet with the principal. At this point, the principal will hold a conference with the child and the teacher. A formal parent contact will also be made. Continued misbehavior could result in a formal parent conference, detentions, removal from activities, suspension, or expulsion.

THE DEFINITIONS OF DISCIPLINE INFRACTIONS AND POTENTIAL CONSEQUENCES

Please refer to Section 3 of The Parent Handbook and Student Code of Conduct.

SUSPENSION AND THE RIGHT TO A HEARING

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension.
4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make its decision. After its hearing or upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate.

EXPULSION

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel; offer evidence, present witnesses, and cross-examines witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

RESPONSIBILITIES AND AUTHORITY

1. Pupil Responsibilities
 - a. Knowing the rules of their building and following these rules at all times.
 - b. Completing all assignments and turning them in to the teacher.
2. Parent/Guardian Responsibilities
 - a. Helping and encouraging the pupil to complete all assigned work.
 - b. Being aware of school rules and policies.
 - c. Making sure their child is aware of and that their child follows all school rules.
 - d. Maintaining on-going communication with their child's teacher.
 - e. Making sure the child attends school regularly and arrives on time.
3. Teacher Responsibilities
 - a. Maintaining general discipline in their classroom and providing a productive learning environment.
 - b. Knowing the school rules of their particular building and enforcing these rules throughout the building.
 - c. Reading school rules to the children at the beginning of First Semester and the beginning of Second Semester.
 - d. Preparing the students for each assignment.
 - e. Working with the administrators, Pupil Personnel Services Team, staff and parents if the student is not making the desired progress.
 - f. Maintaining on-going communication with parents.
 - g. Keeping accurate and up-to-date student records.
4. Administrative Responsibilities

- a. Supervising the work of the total building staff to insure a safe environment conducive to learning.
- b. Responding to student referrals in a timely manner.
- c. Encouraging a positive school climate.
- d. Working with teachers, parents and students to make sure that learning takes place.
- e. Reviewing all school rules with the students at the beginning of the school year.
- f. Maintaining good student discipline.

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