

HOPEWELL ELEMENTARY SCHOOL

DISCIPLINE CODE

VIOLATION OF THE CODE OF STUDENT CONDUCT (GRADES 5 AND 6)

School rules come from many sources, including State Law, Board of Education Policy, and district Guidelines and Regulations. The aim of this Chapter is to provide school personnel, parent/guardians, students, and other members of the community a clear understanding of violations of those rules and the resulting disciplinary actions.

The following pages list, categorize, and define certain violations, which disrupt the school environment and the instructional process, and specify disciplinary actions which are to be taken by the school administrator or designee. A major consideration of the Student Code of Conduct is to identify appropriate disciplinary actions to promote positive student behavior. The severity and frequency of the misbehavior are considered in defining appropriate disciplinary action. While administrative personnel bear the major responsibility for effectively carrying out the discipline policies, the entire staff plays a vital role in resolving problems influencing student behavior.

The principal or designee shall conduct such an investigation as is reasonable under the circumstances to confirm that the charged offense has, in fact, been committed.

GLOSSARY OF DISCIPLINARY ACTIONS

Detention (Teacher) - A student may be detained after school for a number of reasons. **The parent or guardian is to provide transportation home** from these detentions. A teacher detention will be supervised by appropriate staff. Work may be assigned.

Detention (Office) - An office detention will be assigned by the principal. Students must bring materials to read or study during detention. Students are not permitted to sleep, eat or drink while in detention. **The parent or guardian is to provide transportation home** from these detentions.

Expulsion -Expulsion is the exclusion from school for a period exceeding 10 school days and may be permanent. All expulsions require a formal hearing.

OSS/Out of School Suspension - Student is expected to be at home under adult supervision. Students on suspension will be provided assignments. Work assigned on an OSS day is to be returned to the teacher immediately following the day the student returns to school. Student is not to be in school or on school property for the time stated. Attendance at any school function or the participation in any school activity is denied during the suspension. Students are not permitted on district property for any reason on a date they are serving an OSS. Student is expected to make up all work and exams.

Parent/Guardian Conference - A meeting or telephone conference with a parent/guardian.

Parent/Guardian Notification - Contact with a parent/guardian by phone, letter, or meeting.

Referral to the Courts - Referral to the Courts is the filing of a charge of an alleged illegal action with the courts having jurisdiction.

Referral to Social Service Agencies - Referral to social service agencies is a recommendation that the student seek help from a public or private social service agency.

Reprimand - A reprimand is a written or verbal notification of unacceptable behavior.

Restitution/Restoration - Restitution/Restoration is the payment for and/or restoration of property or articles that have been damaged, lost, or stolen.

SS - Saturday School - Student is expected to attend on Saturday. Failure to do so will result in further disciplinary action. Students are not permitted to sleep, eat or drink while in Saturday School. The student will be supervised throughout the time period of Saturday School.

Unexcused Tardy to School

Unexcused tardy to school without authorization or approved reason.

1st, 2nd, 3rd OFFENSES:

1. Logged in tardy book (Warning)

SUBSEQUENT OFFENSE:

1. Parent conference may be required
 2. Detention issued
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Standard of Dress Violation

Dressing in a manner contrary to the building standard of dress (see “Standards of Dress” section below)

1st OFFENSE:

1. Call home for clothing (parent notification)
2. Any action to make dress appropriate

2nd OFFENSE:

1. Call home for change of clothing (parent notification)
2. Any action to make dress appropriate
3. Office detention

SUBSEQUENT OFFENSE:

1. Call home for change of clothing (parent notification)
 2. Parent conference
 3. Any action to make dress appropriate
 4. Office detention
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Technology Violation

Any violation or misuse of technology as defined by the Board Policy 6330 (Acceptable Use Policy). Technology includes, but is not limited to: computers, the Internet, the Oxford Area School District network, and district technology devices and services.

1st OFFENSE:

1. Parent notification
2. 1-3 day(s) OSS/Saturday School
3. Up to 60 school-day revocation of technology privileges

2nd OFFENSE:

1. Parent notification
2. 10 day OSS
3. Up to 90 school-day revocation of technology privileges
4. Possible recommendation for expulsion

3rd OFFENSE:

1. Parent notification
 2. Recommendation for expulsion
 3. Technology/computer privileges revoked for the remainder of the school year
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Trespassing

Any person, including suspended students, in or about a public school, not having a legitimate reason for being there or not having written permission from anyone authorized to grant the same.

1st OFFENSE:

1. Issue warning that person is trespassing and must leave immediately
2. Possible notification of police and charges may be filed

2nd OFFENSE:

1. Notification of police and charges will be filed
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Cafeteria Misconduct

Actions which disrupt the orderly management of the cafeteria.

Cutting Class

Absence from any assigned area (class, specials, lessons, etc.) without authorization or approved reason.

Disruptive Behavior/Inflammatory Actions

Actions which interfere with the effective functioning of the teacher, the student, the class or the school.

1st OFFENSE:

1. Reprimand
2. Parent notification
3. Recess detention

2nd OFFENSE:

1. Reprimand
2. Parent notification
3. Office detention

SUBSEQUENT OFFENSE:

1. Reprimand
2. Parent conference required
3. Office detention/Saturday School

Failure to Attend Detention

Not reporting for a scheduled detention without prior administrative permission to miss the detention.

1ST OFFENSE:

1. Reprimand
2. Parent notification
3. Re-assign original teacher detention plus one office detention

2nd OFFENSE:

1. Reprimand
2. Parent notification
3. Saturday School

SUBSEQUENT OFFENSE:

1. Reprimand
 2. Parent notification
 3. Saturday School (1-3 days)
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Forgery

The act of forging a signature or using something written falsely to deceive.

1st OFFENSE:

1. Reprimand
2. Parent notification
3. Office detention

2nd OFFENSE:

1. Reprimand
2. Parent notification
3. Saturday School

SUBSEQUENT OFFENSE:

1. Reprimand
 2. Parent notification
 3. Saturday School (1-3 days)
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Offensive/Abusive Language

Written or spoken language or gestures that are offensive, obscene, or vulgar directed to others.

1ST OFFENSE:

1. Reprimand
2. Parent notification
3. Saturday School or OSS when directed towards a staff member

2nd OFFENSE:

1. Reprimand
2. Parent conference required
3. Saturday School (1-3 days) or OSS when directed towards a staff member

SUBSEQUENT OFFENSE:

1. Reprimand
2. Parent conference required
3. Saturday School/OSS (1-5 days)

Academic Dishonesty

Any form of plagiarism, cheating, dishonesty, copying another student's homework, working with others on projects that are meant to be done individually, looking at or copying another student's test or quiz answers, allowing another student to look at or copy answers from your test or quiz, using any other inappropriate method to get/give test, quiz or other assignment answers, taking a test in part or whole to give to others, copying information from a source without proper attribution, and taking or using papers from other students, publications, or the Internet.

1ST OFFENSE:

1. Reprimand
2. Parent notification
3. Failure for assignment
4. Saturday School

SUBSEQUENT OFFENSE:

1. Reprimand
2. Parent notification
3. Failure for assignment and/or possible subject area for the marking period
4. Saturday School/OSS

Bullying

Negative actions performed repeatedly over time towards another individual. Bullying can be physical, verbal or non-verbal, taking the form of actions or words.

Disrespect to Others

Any action or suggestion of action which can be construed as being rude, discourteous, or as showing a lack of respect or politeness toward another individual.

Inappropriate Physical Contact

Intentionally touching another person with a part of the body or with an instrument thereby causing offense or alarm.

Insubordination

Verbal or non-verbal refusal to comply with a reasonable request.

Leaving School Grounds Without Permission

Once a student arrives at the school campus s/he may not leave, unless authorized to do so, until the end of the student's scheduled day.

1st OFFENSE:

1. Reprimand
2. Parent notification
3. Saturday School/OSS

2nd OFFENSE:

1. Reprimand
2. Parent conference required
3. Saturday School/OSS (1-3 days)

SUBSEQUENT OFFENSE:

1. Reprimand
2. Parent conference required
3. OSS (1-5 days)

Arson

Any act utilizing fire, smoke, or explosives, such as firecrackers, which cause alarm or dangers to life; and/or willful or malicious burning of school property, its contents, or the personal property of others.

Assault

An unlawful attack by one individual upon another. The act intentionally, knowingly, or recklessly causes bodily injury and/or serious bodily injury to another individual.

Drug/Alcohol/Illegal and Look-Alike Substances

Hopewell Elementary School follows the Oxford Area School District Drug and Alcohol Board Policy 5430 guidelines and procedures.

Extortion

To obtain or attempt to obtain money, goods, service or information from another by force or the threat of force.

Fighting

Engagement in physical conflict between two or more individuals.

Harassment/Intimidation

Actions or language (spoken or written) which intimidate, offend, or defame the dignity or self-esteem of individuals or groups. Harassment/intimidation may include, but is not limited to: displaying pictures or other items of an inappropriate nature, verbal harassment or abuse, repeated remarks or jokes with demeaning implications or other inappropriate/offensive behavior.

Inappropriate Sexual Behavior

Any action or suggestion of action by one or more persons involving the use or display of those parts of the body generally referred to as "private" that is unacceptable in public.

Major Disruptions

Behavior which seriously disrupts any school activity or the orderly operation of the school, i.e. boycotts, sit-ins, walkouts and food fights.

Sexual Harassment

Sexual harassment consists of sexually oriented words or actions that hurt or humiliate people.

Possession/Use of Combustibles

Possession or use of a combustible substance readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.).

Simple Assault

An unlawful physical attack by one individual upon another where the victim does not suffer bodily injury.

Smoking

Students are not permitted to smoke or have in their possession tobacco or smoking paraphernalia such as matches, lighters, or the like at anytime on school property. Possession of tobacco, tobacco products or paraphernalia will be considered as a violation of the smoking policy.

Tampering with Any Fire Safety Device

Any attempt or action to interfere with fire safety devices throughout the building or on school property.

Terroristic Threats

A verbal or written threat that references any type of weapon or bodily injury to a student or staff member, or that references intention to cause damage to school property.

Theft

Taking property that does not belong to you without the permission of the owner.

Threatening Behavior

A threat to engage in menacing behavior that is violent or sexual in nature, without physical contact, that would likely cause offense, annoyance, or alarm.

Vandalism

The destruction or defacing of school property or the property of others.

Weapon(s), Dangerous Instrument(s), Possession/Concealment

The possession or concealment of any kind of weapon(s) or dangerous instrument(s), including actual weapons or replicas as per the Oxford Area School District Board Policy 5480 guidelines and procedures.

EACH OFFENSE:

1. Parent notification
2. Out of school suspension (up to 10 days)
3. Parent conference required before returning to school
4. Proper authorities may be notified and charges may be filed
5. Restitution/restoration, if necessary
6. Possible recommendation for expulsion
7. Possible notification of appropriate counseling or social service agency

STANDARDS OF DRESS

The Hopewell Elementary School strives to maintain a climate conducive to education through standards of student behavior, which are influenced by the culture and values of the community. The curriculum of the school strives to teach students about the effects of substances such as alcohol, tobacco, non-prescription drugs, sexism, violence, obscenity, vulgarity, and prejudice.

When a student's clothes promote any of those items or are of a revealing nature, the result is a disruption of the education process. While the school recognizes the responsibility of protecting the rights for all students, students must accept the school's responsibility not to allow articles of clothing which are in conflict with the very values the community expects it to uphold.

Hopewell Elementary School students are not permitted to wear articles of clothing which promote or advertise any substance which is illegal to use or possess, during the school day or during school activities. In addition, no item of clothing is permitted which depicts or promotes sexism, violence, obscenity, vulgarity, or prejudice. A belt/ suspenders are required if pants, shorts, and skirts are worn hanging below the waist.

The following are examples of unacceptable attire or accessories:

- Spandex clothing
- Revealing clothes (muscle shirts, tank tops, bare midriffs, halter tops, mini-skirts, short shorts, pants worn below hips, ripped or shredded jeans)
- Hats, hoods, bandanas, or sweatbands of any kind while in the building
- Sunglasses while in the building
- Chains and spiked clothing/jewelry
- Footwear that poses a safety hazard when traveling in the hallways, stairwells or PE classes
- Any other article of clothing which disrupts the educational process or is a health or safety hazard

SCHOOL BUS TRANSPORTATION

School bus transportation is an extension of the school system, and the standards set by the Hopewell Elementary School should be carried over onto the school bus. The school bus driver is in complete control of the bus s/he operates and is charged with the safety and discipline of the occupants. Students must abide by established rules and regulations concerning conduct on the buses. The use of bus transportation to and from school is a PRIVILEGE, not a right. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied. Acting on the recommendations of the bus driver, a building principal is the ONLY person who has the authority to suspend or dismiss a student from riding a school bus. Parents are responsible for pupil transportation if school-

imposed penalties prevent a child from riding the school bus. The student must attend school during a bus suspension. Failure to attend school due to suspended bus privileges will result in an unexcused absence from school.

All students must ride the bus to which they have been assigned. Students **MAY NOT** ride any bus other than the one to which they have been assigned.

Students may not get off buses at any stop other than their own unless they have written permission from parent/guardian that has previously been presented to the building principal for approval. If approved, the permission slip must be presented to the school bus driver prior to boarding the bus.

Safe School Bus Riding Tips

Waiting for the Bus:

- Arrive at your bus stop on time
- Wait for your bus in a safe, visible area off the road
- Be considerate of others

Boarding the Bus:

- Wait for your bus to come to a complete stop
- Board the bus in an orderly manner
- Go directly to a seat and sit down

While on the Bus:

- Remain seated while the bus is moving
- Follow school bus driver's instructions at all times
- Keep aisles clear at all times
- Talk quietly
- Keep hands and head inside bus at all times
- Do not throw objects in bus or out of windows
- Do not damage the bus in any way
- Do not litter the bus

Leaving the Bus:

- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner
- Watch carefully for traffic before crossing **in front of the bus**
- Be sure to look before crossing any roadway

VIDEO/AUDIO CAMERAS ON SCHOOL BUSES

The Oxford School District has authorized the use of video/audio cameras on school buses. These cameras can record both what is said and done on buses. The video/audio cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to review the tapes of their child if the tapes are used in a disciplinary proceeding involving their child.

PLAYGROUND REGULATIONS

In order to provide for the safety of children on the playground and to protect the school equipment and facilities from undue damages, the following regulations shall be observed with emphasis on courtesy, respect, and consideration of others. The adult in charge takes the place of the teacher and should be obeyed.

EQUIPMENT USAGE

Playground equipment is to be used in the way for which it is intended.

THROWING OBJECTS

The throwing of stones, snowballs, ice, or any other foreign objects shall not be permitted. Balls shall not be thrown at or hit against the building near doors or windows at any time, or used when conditions are not favorable. Personal hardballs/baseballs and bats are not permitted at school for safety reasons.

DANGEROUS AND HAZARDOUS GAMES

At no time are students permitted to engage in games or activities that are hazardous to their safety or the safety of others. This includes, but is not limited to: football, wrestling, sliding on ice, tree climbing, King of the Mountain and Crack the Whip.

LEAVING SCHOOL PROPERTY

At no time shall a student be allowed to leave the school grounds during recess, lunch, or free play period, without permission and in the care of a parent/guardian or his/her designee.