

MONROE SCHOOL DISTRICT #1J
Student Discipline and Conduct
Grades K-2

CODE: JG-AR-1
APPROVED: 05/13/96
REVISED: 06/14/04
REVIEWED: 07/09/07

Discipline Procedures

It is the goal of the Monroe school board and it's employees to provide students with a school environment that encourages learning and provides for the safety and welfare of school personnel and students. Students share in this responsibility, as it is up to them to participate to the best of their ability in order to benefit from the academic and social opportunities that are provided.

A responsible student:

- makes constructive choices regarding his/her behavior to maximize personal and academic success;
- cares about self, others, the environment and the community;
- shows self-discipline by behaving in ways that are mutually beneficial to self and others without supervision;
- conducts him/herself in a manner which does not interfere or disrupt the rights of other students;
- meets classroom expectations;
- understands the cause-and-effect relationship between his/her misbehavior and the consequences imposed;
- demonstrates personal accountability for academic performance by:
 - following the prescribed course of study,
 - attending school regularly and punctually,
 - coming to class prepared,
 - using class time purposefully,
 - completing and turning in assignments on time,
 - accepting the positive and negative consequences of his/her actions, and
 - working cooperatively with other students.

When a student's actions, behavior or presence disrupts or can reasonably be expected to disrupt the educational process of the school, the student(s) shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques including counseling, detention, suspension, expulsion, loss of privileges, honor and awards and removal to an alternative education program. The discipline code outlined here applies to students at school, at school related activities (whether at the school or away from school premises) and on school transportation (both regular bus routes and activity trips).

The matrix shows the consequences for a variety of disruptive behaviors. A student who violates the rules may receive the minimum consequences, the maximum consequences, or any combination of consequences as indicated on the disciplinary actions continuum. Behaviors not specifically listed, but felt by the employee to be in violation of the spirit of our disciplinary and conduct code shall be written up and dealt with at the discretion of the employee.

LEVELS OF DISCIPLINARY ACTIONS: Behavior is a choice. A student may choose behavior that is helpful at school or may choose behavior that will cause penalties to be charged. If the wrong choice is made, these disciplinary actions will be used.

Staff Action:

Employee/Student Conference: A meeting between the student and employee to discuss the infraction, and to make clear to the student why it should not happen again, and to remind the student about the discipline code.

Parent Contact: Contact with the parent other than the misconduct form. It could take the form of a letter, phone call or a meeting.

Time out: Short term removal from the situation which may mean short term removal from the class. This could be a chair in a corner of the room, outside the door, or placement in another employee's room.

Employee Assigned Detention: Retaining a student before or after school, at lunch, recess or breaks.

Employee Assigned School Service: Employee arranged and monitored projects. This could range from cleaning up the mess the student made (clean his or her desk), to larger projects (clean all the desks in the room.)

Behavior Contract: This is a discussion with the student, his/her parent(s) or guardian and the employee about the continuing nature of the infractions. Said discussion will lead to a contract. The contract will list the consequences of further infractions, prior to administrative intervention, and shall be signed by all three groups or moved to the next level.

Administration Action:

Administrative Detention: Loss of morning, lunch and/or afternoon recess or time to be served before or after school or during noon break.

Administrative School Service: School service may be assigned during or after school time or during recess time or weekend work assignments. School service which is not served according to the schedule may be doubled once or may result in suspension. Parents will be notified on a Referral Report.

Suspension: The student is excluded from a class or all classes in school or out of school and related activities.

Out of school suspension: Parents will be notified prior to the suspension for out of school suspension. The type and length of suspension shall be determined by the building principal. Daily work will not be provided nor accepted for the time of the out of school suspension.

In-school suspension: During in school suspension a student may earn 50% of the grade/points for the work completed.

Declared Willfully Disobedient: Refer to the definition of Willful Disobedience listed in the Definition of Terms.

Expulsion: The student may be expelled following repeated noncompliance of his/her action plan. The student may also, based upon the infraction, be notified of an expulsion hearing without having an action plan. Depending upon the nature of the incident, the student may be suspended from school until the hearing is held.

General Acts of Misconduct

An employee may choose any combination of the consequences listed under each infraction. Consequences of misconduct in these areas are monitored and increased on each infraction on a yearly basis, unless otherwise noted.

<u>MISCONDUCT</u>	<u>CONSEQUENCES</u>
<input type="checkbox"/> Class/hall/lunch disruption <input type="checkbox"/> Lack of class material <input type="checkbox"/> Refusal to do work <input type="checkbox"/> Non Educational items in class/hall/lunch <input type="checkbox"/> Uncooperative/Rude <input type="checkbox"/> Violations of dress code <input type="checkbox"/> Failure to use title of respect <input type="checkbox"/> Classroom rules violation <input type="checkbox"/> Negligent treatment of school property <input type="checkbox"/> Other violations of the conduct code and/or handbook <input type="checkbox"/> "Horseplay"	<u>1st Infraction</u> Employee/Student Conference Parent Contact Time out
	<u>2nd Infraction</u> Parent Contact Time out
	<u>3rd Infraction</u> Parent Contact Employee Assigned Detention
	<u>4th Infraction</u> Employee Assigned Detention Employee Assigned School Service
	<u>5th Infraction</u> Employee Assigned School Service Behavior Contract
	<u>6th Infraction</u> Behavior Contract
	<u>7th Infraction</u> Referred to Administration

Specific Acts of Misconduct

<p>Tardies</p> <p>This area is monitored and increased on each infraction on a semester basis.</p>	<p><u>3rd Infraction</u> Employee Assigned Detention, 10 minutes per infraction</p> <p><u>4th Infraction</u> Employee Assigned Detention, 20 minutes per infraction</p> <p><u>5th Infraction</u> Employee Assigned Detention, 30 minutes per infraction</p> <p><u>6th Infraction</u> Employee Assigned School Service</p> <p><u>7th Infraction</u> Behavior Contract</p> <p><u>8th Infraction</u> Referred to Administration</p>
<p>Displays of Affection</p>	<p><u>1st Infraction</u> Employee/Student Conference Parent Contact</p> <p><u>2nd Infraction</u> Employee Assigned Detention Employee Assigned School Service</p> <p><u>3rd Infraction</u> Employee Assigned School Service Behavior Contract</p> <p><u>4th Infraction</u> Behavior Contract</p> <p><u>5th Infraction</u> Referred to Administration</p>

<p>Destruction of School Property (each infraction includes restitution)</p>	<p><u>1st Infraction</u> Parent Contact Employee Assigned Detention</p> <p><u>2nd Infraction</u> Employee Assigned Detention Employee Assigned School Service</p> <p><u>3rd Infraction</u> Employee Assigned School Service Behavior Contract</p> <p><u>4th Infraction</u> Behavior Contract</p> <p><u>5th Infraction</u> Referred to administration</p>
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<p>General Profanity Vulgar Gestures</p>	<p><u>1st Infraction</u> Employee/Student Conference Parent Contact Time out</p> <p><u>2nd Infraction</u> Time out Employee Assigned Detention</p> <p><u>3rd Infraction</u> Employee Assigned Detention Employee Assigned School Service</p> <p><u>4th Infraction</u> Behavior Contract</p> <p><u>5th Infraction</u> Referred to administration</p>
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Referrals

These incidents require the action of the Building Principal.

<p>Assaulting an employee</p>	<p><u>1st Infraction</u> Suspension Notify Police</p>
<p>Habitual violation of an employee's or the school's rules</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service <u>2nd Infraction</u> Administrative School Service or Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension <u>5th Infraction</u> Suspension</p>
<p>Driving, riding or sitting in the car during school hours</p> <p>Leaving campus without permission</p>	<p><u>1st Infraction</u> Administrative Detention Administrative School Service or Administrator's Choice <u>2nd Infraction</u> Administrative School Service or Administrator's Choice</p>
<p>Incendiary Devices</p>	<p><u>1st Infraction</u> Administrative Detention <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Declared Willfully Disobedient</p>

<p>Truant</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension</p> <p><u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>
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<p>Cheating/ Plagiarism*</p> <p>Lying/Forging a signature</p>	<p><u>1st Infraction</u> Administrative School Service</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension & Declared Willfully Disobedient</p> <p>*The student, at each infraction, shall receive a “0” for the project, test, assignment, etc.</p>
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<p>Verbal or Physical Abuse to another student which in the employee’s opinion could lead to a fight, or</p> <p>Verbal, Physical, Sexual Harassment, Hazing, or Abuse</p>	<p><u>1st Infraction</u> Administrative Detention Administrative School Service or Suspension</p> <p><u>2nd Infraction</u> Administrative School Service or Suspension</p> <p><u>3rd Infraction</u> Suspension</p> <p><u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>
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Fighting	<u>1st Infraction</u> Administrative Detention <u>2nd Infraction</u> Administrative School Service <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension <u>5th Infraction</u> Suspension & Declared Willfully Disobedient
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Possession or use of a dangerous/deadly weapon	<u>1st Infraction</u> Notify police Suspension pending expulsion hearing
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Menacing	<u>1st Infraction</u> Notify authorities Any other discipline will be at administrator's discretion
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Challenging an employee's authority, Level 1	<u>1st Infraction</u> Administrative Detention or Administrative School Service <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension & Declared Willfully Disobedient
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<p>Swearing at an employee</p> <p>Verbal abuse to an employee</p> <p>Challenging an employee's authority, Level 2</p>	<p><u>1st Infraction</u> Suspension</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension & Declared Willfully Disobedient</p>
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<p>Stealing</p> <p>Vandalism</p>	<p><u>1st Infraction</u> Notify parents and/or police, restitution, and Administrative Detention or Administrative School Service</p> <p><u>2nd Infraction</u> Notify police, restitution, and Suspension</p> <p><u>3rd Infraction</u> Notify police, restitution Suspension & Declared Willfully Disobedient</p>
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<p>Misuse of computers, Level 1: Visiting inappropriate web sites</p>	<p><u>1st Infraction</u> Banning Detention</p>
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<p>Misuse of computers, Level 2: Hacking, changing grades, destroying web sites</p>	<p><u>1st Infraction</u> Banning Restitution Notify parents and/or police</p>
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<p>Possession, distribution, and/or use of a controlled substance (tobacco)</p>	<p><u>1st Infraction</u> Notify police Suspension up to 3 days. Suspension will be waived upon successful completion of a cessation class.</p> <p><u>2nd Infraction</u> Notify police Suspension up to 7 days. A portion of the suspension will be waived upon successful completion of cessation class. Declared Willfully Disobedient</p>
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<p>Possession or use of other controlled substance as defined under Oregon Revised Statutes</p>	<p><u>1st Infraction</u> 2-10 day Suspension Notify Police</p> <p><u>2nd Infraction</u> Up to 10 days Suspension pending expulsion.</p>
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<p>Sale of other controlled substance as defined under Oregon Revised Statutes</p>	<p><u>1st Infraction</u> Expulsion Notify Police</p>
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At any time, if the Principal deems it necessary, he/she may declare a student willfully disobedient and have an action plan put into place.

DEFINITION OF TERMS

ANY ITEM NOT SPECIFICALLY DEFINED IS EITHER OPERATIONALLY DEFINED OR HAS A COMMON DEFINITION.

Abuse: Verbal/Physical/Written

Abuse is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities. This includes but is not limited to speech or actions of a racial, religious, or ethnic nature.

Alcoholic Beverages: See Tobacco, Alcoholic Beverages and other illegal substances.

Assault: Assault is an intentional act of violence by a person toward another person.

Challenging an Employee's Authority, Level 1

Employees are required by state law and school board policy to provide an appropriate atmosphere for learning in the school. The employee at all times has the right and responsibility to deal with students' behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee's specific request or directive is challenging that employee's authority to control their classroom or department, and as such is in violation of this policy. Some examples of this behavior are: refusing to leave the room and go to the hall or office when directed to do so; arguing with an employee about an assigned seat or being moved to another location in the classroom.

When given a directive by an employee which the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion.

Challenging an Employee's Authority, Level 2

Employees are required by state law and school board policy to provide an appropriate atmosphere for learning in the school. The employee at all times has the right and responsibility to deal with students' behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee's specific request or directive is challenging that employee's authority to control their classroom or department, and as such is in violation of this policy. Some examples of this behavior are: defying an employee's instructions to remove offensive clothing or to turn over to the employee materials or objects that are not allowed in the classroom; walking away from an employee on the playground who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc.

When given a directive by an employee which the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion.

Cheating/Plagiarism

Cheating and/or plagiarism occurs when a student copies another student's work, in whole or in part, or when a student copies words or ideas from a published source, in whole or in part, without proper citation of the source. The teachers will instruct the students in these concepts early in the school year. No student will be penalized with suspension until such instruction has been given.

Closed Campus/Driving

Monroe School District schools are "closed campuses."

IMPORTANT! Students are not to drive or ride in any vehicle during school hours and especially at noon time. Once a vehicle is parked on school grounds in the morning, it may not be moved until a student leaves school for the day. Students are also not allowed to be in or around the vehicles in the parking lot at lunch time.

Displays of Affection

Anything beyond side-by-side hand-holding is unacceptable. The school building and grounds are public places and as such are inappropriate areas for displays of affection or intimacy.

Destruction/damage of school property

Any student who has been found doing damage to the building or equipment in the building will be held responsible for the complete cost of repairing the damage part and is subject to Discipline Actions Level. This includes desks, books, equipment in the lavatories, etc. This action usually happens from students participating in irresponsible behavior, carelessness or other inappropriate action

Dress and Grooming

Any form of dress or hair style which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of this school will not be permitted. The way a person dresses and is groomed is often a reflection of that person's personality, individuality, and pride in oneself. It generally expresses the way that person wants to be seen by others.

The following are guidelines for dress and grooming at Monroe School District and at school activities.

1. One should dress in a manner that is neat, clean and suitable for school and for learning.
2. Students will not wear hats, caps, sweat bands, or head coverings in the building. This is considered good etiquette. A sweat band is not a proper attire and fits under the category of a head covering. If a headband is to be worn properly, it is to be worn off the forehead, up on top of the hair so that it is not touching the forehead. Headbands are worn decoratively, or to keep hair out of the eyes. To do this properly, it needs to be worn off the forehead.
3. Shirts, halter tops, etc. that are bare-midriff, see through clothing, etc. are not acceptable dress.
4. Colored or dark glasses, unless prescribed by a physician or optometrist, are not acceptable.
5. Clothing which is not acceptable includes: clothing advertising alcoholic beverages; controlled substances, and related activities; clothing having obscene or questionable logos or printing that suggests sexual connotations; and clothing that promotes bigotry, racism, etc.

Employee

The word “employee” as used here is any person currently employed by the district or a volunteer who is at the time functioning as an employee.

Expulsion

An action taken as a result of a hearing held by the school district’s board of directors which removes the student from school attendance for a stipulated period of time. Expulsion (exclusion) usually extends until the end of the semester except in the case of a weapons violation which sanctions the student for one calendar year.

Fighting

The school district defines “fighting” as any act leading up to physical contact that invites a hostile response from another student; the act of hostile aggression toward another student, inviting another student to fight, and/or the physical contact of fighting. In the event of serious injury, law enforcement officials will be notified by the building administrator or his/her designee.

Hall Passes

Students shall be required to have a signed hall pass to move from one area of the building to another during class time. Failure to have a hall pass will result in a disciplinary action.

Harassment, Sexual

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual’s performance; or that otherwise affects the individual’s academic opportunities.

Hazing (bullying)

Hazing is verbal, physical, or written conduct including targeted lists that denigrates or shows hostility or aversion toward an individual and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual’s performance; or that otherwise affects the individual’s academic opportunities.

Illegal Substances: See Tobacco, Alcoholic Beverages and other illegal substances.

Incendiary Devices: Incendiary devices include, but are not limited to, matches, cigarette lighters, and fireworks.

Leaving Campus/School

If it is necessary for a student to leave school, they must have the permission of the office. This may be obtained only if the office has on file the written request of the parent for the student to leave during the regular school day. A parent designate may pick up the student at school, but the office will not let any student leave the building without approval of the parent and a note on file.

Before a student exits the building/grounds, they must sign out in the office.

In case of an emergency, or if a student becomes ill, or for some other reason feels he/she must leave

campus, they must sign out through the office. If at any time a student leaves campus without signing out at the office, their absence will be declared unexcused, and they may be declared truant.

Menacing

Menace is defined as “by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury” which includes, but is not limited to use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee.

Misuse of Computers

Misuse of computers includes, but is not limited to, visiting inappropriate web sites, hacking, changing grades, or destroying web sites.

Non-educational Items

Non-educational items include but are not limited to such items as boom boxes, valuables, cell phones, pagers, skateboards, CD’s, walkman, discman, water pistols, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff.

Profane Language/Vulgar Gestures

The use of profane or obscene language or gestures by a student is sufficient cause for discipline, suspension or expulsion from school.

Suspension

A student may be suspended from school for any length of time up to ten days at one time. His/her parents will be notified by phone or letter giving details. Daily work will not be provided nor accepted for the time of the out of school suspension. During in school suspension a student may earn 50% of the grade/points for the work completed.

A parent conference will be held prior to the time a student is allowed to reenter school.

Students who have been suspended are not allowed on any campus for any reason during the time of suspension. This includes after school activities. If a suspension includes a Friday, or the last day of a week, then it also includes the weekend activities. Students may makeup the work according to the teachers/school makeup rules

Stealing

Any student who steals from his classmates or from the school is subject to immediate suspension as well as being turned over to the proper authorities if the theft, in the administrator’s judgement, warrants such actions.

Tardies

A tardy is defined as being late to class. If a student is standing near the door, or walking through the door when the bell begins to sound, the student is considered tardy. Students are expected to enter the room and go to their desk or work area. The only exceptions to this are when a faculty or staff member has detained a student and sends a note, or verbally requests it be excused, or if the office issues an excuse for such things as buses being late, or inclement weather. Excuses about such things as not

getting one's food on time, being detained by parents, or car trouble are not acceptable. That's what the first two unexcused tardies without penalty are for. See Levels of Disciplinary Actions. Any student arriving to class more than 15 minutes late will be considered absent for that period.

Tobacco, Alcoholic Beverages and other illegal substances

The possession, use or distribution of: tobacco, in any form; alcohol; illegal drugs or other harmful chemical substances; or possession of drug paraphernalia, is strictly forbidden on school premises, or at school activities. It is also forbidden at school-sponsored activities that take place away from the school premises. Wherever a school-sponsored activity takes place, it is deemed to be a part of the school campus.

It is further understood that if a student, during school time or school events, is observed to be in possession, using or under the influence of: alcohol, drugs not prescribed by a physician for that student, tobacco, that the student shall be suspended from school.

Truancy

The school district defines truancy in the following ways.

First, when a student is absent from class, without the knowledge or permission of the school, or without the knowledge or permission of the parent. The parent's knowledge and permission is acknowledged by a note or phone call to the school. If the school has not received a note or phone call within 24 hours of the unexcused absence, it may be dealt with as a truancy.

The second definition of truancy is when a student is sent from one class to another class, assembly, or the office, and doesn't show up.

The third definition of truancy is when a student has arrived at school and leaves without checking out when there has not been a prearranged absence or notification from the parent/guardian.

Under the definition of truanancies, if one accumulates five incidents of truancy, it would be looked at as a sign of willful disobedience and will be dealt with accordingly. See Willful Disobedience under Student Discipline and Conduct.

A truancy absence doesn't allow a student to make up daily assignments, quizzes, etc. for the days or periods truant.

Vandalism

Willful destruction or defacement of school property, or property in the district's care. This also includes destruction of computers, computer files, computer software, introduction of viruses, etc.

Weapons, Possession or use of

Weapons include: firearms as defined in federal law and, "Dangerous weapon" which means "any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury," and "Deadly weapon" which means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Acts of arson or attempted acts of

arson may be viewed as possession or use of a weapon.

Willful Disobedience

Willful disobedience is defined as a student who continually does not comply with the set or prescribed rules on conduct. One may be considered to be willfully disobedient by: refusing to participate in classroom activities, assignments and tests; i.e., failing four or more of one's seven classes at any grading or progress report time would be looked on as a sign of willful disobedience; or because of excessive unexcused absences and/or tardies; i.e., excessive unexcused absences, 5 truancies, excessive tardies or a repetition of a student being referred to the administrator through the tardy procedure would be looked at as a sign of willful disobedience; or habitual violation of the same type of major or minor infractions, i.e., as indicated by multiple write-ups by one or many teachers for the same type of incident would be looked at as a sign of willful disobedience.

The Principal and/or the Levels of Discipline Actions determines when a student's actions cross the line and falls into the classification of willful disobedience.

Once identified, the student will be dealt with in the following manner:

Step 1:

- A) The Principal will meet with the student and decide on a plan of action to help the student maintain compliance.
- B) The student's parent/guardian and class advisor or designee will be invited to the meeting.
- C) Copies of the action plan will be provided or mailed to the parent/guardian, class advisor and members of the Board of Directors of Monroe School District #1J.
- D) What constitutes a noncompliance shall be delineated in the action plan.
- E) Action plans shall run until the end of the school year unless otherwise indicated.

Step 2: Failure to maintain compliance shall be dealt with in the following manner:

- A) The first and second incidents of noncompliance shall result in 3 and 6 days of out-of-school suspension respectively. Said suspension shall be dealt with as an unexcused absence.
- B) The third incident of noncompliance shall result in a 10 day suspension and a recommendation for expulsion, the first step of which will be a hearing with the Board. Such meeting shall be in accordance with the ORS's and OAR's concerning due process and expulsion, a major part of which shall be to discuss alternative school programs.
- C) Notification of each incident of noncompliance, referred to in step 2A, shall be given in writing to the student, their parent/guardian, the class advisor, the Superintendent and the members of the Board of Directors of Monroe School District #1J.
- D) At step 2B the student, parent/guardian and class advisor, or designee, shall be invited to the first expulsion hearing.