

# OLDHAM-RAMONA SCHOOL

## UNIFORM CODE OF BEHAVIOR

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Discipline Handbook

2018-2019

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## INTRODUCTION

Students are expected to read, understand, and follow this Uniform Code of Behavior. Both the expectations and the consequences are practiced at Oldham-Ramona School (ORS). All consequences are subject to the discretion of the administration and may be adjusted according to extenuating circumstances. Because it is not possible to list every inappropriate behavior that occurs, the administration and their designees reserve the right to administer alternative consequences to inappropriate behaviors not included in this code or adjust consequences as they deem appropriate.

## DUE PROCESS

Due Process: Students shall be afforded the rights of fair procedure or due process; this includes the right to the following actions:

1. Be informed of conduct which would result in disciplinary action against the student
2. Notice of any rules violations
3. Explanation of the evidence supporting the charge
4. An opportunity to present the student's side of the story
5. A penalty that is proportionate to the violation
6. If the student and parent/guardian would like to request a copy of the due process hearing procedures, they can stop in the office and receive a copy.

## APPROPRIATE BEHAVIOR

The students of (ORS) are expected to:

1. Demonstrate mutual respect through appropriate language and actions.
2. Follow school rules and/or cooperate with the Administration, Faculty, and Student Council to change rules.
3. Attend school on a daily basis fully prepared to learn.
4. Practice honesty, fairness and consistency in all of their efforts and relationships.
5. Preserve and respect all school and personal property.
6. Practice and encourage the acceptance of individual differences.

## INAPPROPRIATE BEHAVIOR

Incidents which disturb or disrupt the educational process in the classroom or which take place in the halls, cafeteria, parking lot, school grounds, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's rights and are not in the best interest of the school. In all situations, communication may include but is not limited to written, verbal, electronic or graphic forms.

## VIOLATIONS/CONSEQUENCES

### CLASS ONE

*(Students will begin with no offenses at the start of each new semester.)*

1. **Classroom Disturbances & Violation of Classroom Rules or General School Rules:** Behavior which distracts from the educational process or disrupts the learning environment or failure to comply with reasonable requests by staff including, but not limited to computer games and personal devices.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Verbal warning by staff and possible call to parents	One detention	Three consecutive days of detention.

2. **Profanity:** Use of obscene language, inappropriate slang, or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way which does not permanently damage said property.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Verbal warning, asked to remove or stop using language, and possible call to parents	One detention	One day of OSS

3. **Tardy to Class:** Students are tardy to class if they are not present when the tardy bell rings.

1 <sup>st</sup> & 2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense and Beyond
No penalty	One hour of Friday school for the class that the student was tardy for	Two hours of Friday school for the class the student was tardy for

4. **Electronic Devices Offenses:** The use of cell phones and other electronic devices in the general classroom are prohibited unless permission is granted by the classroom teacher for academic purposes. Cell phones may be kept on the student or in a book bag in the classroom. However, it cannot be used, seen, or heard during said class. Students may use their phones in-between classes, at lunch, and before/after the school day. As necessary for the implementation of this policy, the superintendent, principal and teachers may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of devices in their areas and or classrooms. The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Warning by classroom teacher	Device confiscated until the end of the school day by the classroom teacher	Device confiscated until the end of the day by the principal, device picked up by parents, and one detention	Device turned into administrator at the beginning of each day for four days (returned at the end of the day), three detentions

5. **Failure to Serve Detention:** Failure to appear for detention at the time assigned or expected by the teacher/principal. Also includes leaving before the entire detention has been served or arriving late.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Two detentions	One day of Friday School	One day of OSS

6. **Inappropriate Dress:** Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment (including hats), will not be permitted. Students will be required to change attire (coats or jackets may not be used to cover inappropriate attire).

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Office intervention or call home and one detention if administrators deem egregious	One detention	Two Friday school sessions

7. **Leaving Without Authorization:** Students are not to leave the middle/high school building, or classroom, school-sponsored trip to go to another place without permission or without checking out of the office with staff authorization. Parents/guardians must be contacted and give consent **before** the student may be dismissed from school.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
One detention	One day of OSS	Three days of OSS

8. **School Bus Violation:** Violations are based on the driver’s rules to maintain a safe and clean bus. The safety of the bus and its passengers demands complete cooperation from the students. A note from administration will be sent home following each violation.

1st Offense	2nd Offense	3rd Offense
Formal warning from the bus driver and office intervention	Loss of bus privileges for eight days	Loss of privileges for the remainder of the semester.

9. **Graffiti:** Use of obscene language or communication that is written or graphic and that does not permanently damage said property. Communication with sexual overtones and innuendo are included. This includes indecent/inappropriate treatment of property to include behaviors in the locker rooms and bathrooms. Fees may apply. Law enforcement may be notified of the damage to property.

1st Offense	2nd Offense	3rd Offense
Office intervention, one detention, and clean-up of property	Office intervention, Friday school, and clean-up of property	Two days of OSS and administrative hearing

10. **Cheating/Plagiarism:** The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student’s or authors work, without giving credit, and copyright infringements are included. Allowing another student to copy your work is considered cheating.

1st Offense	2nd Offense	3rd Offense	4th Offense
See classroom teacher policy	Office intervention, parental contact, deduction of credit on assignment, and one detention	Office intervention, parental contact, deduction of credit on assignment or no credit, and two detentions	Office intervention, parental contact, no credit given on assignment, and one day OSS

11. **Food/Beverages:** Food and beverages other than water will not be allowed in classrooms, lockers, or hallways. It is recommended that students use clear water bottles. If a water container is not clear, student must comply with allowing administration/teachers to inspect water container. Contents of container will be discarded if found not to be water. Gum may be chewed but teachers may use discretion in their individual classrooms if it becomes a problem. School lockers are subject to search for prohibited food/drink items upon suspicion or reasonable cause. Any food or drink items that are not allowed will be discarded. Disciplinary actions may be imposed for repeat violations. Students may bring food/drinks for special occasions with the approval of the classroom teacher and administration.

1st Offense	2nd Offense	3rd Offense
Student will be warned and asked to discard the item	One detention	One Friday school session

**CLASS TWO**

*(Students will begin with no offenses at the start of each new year.)*

1. **Bullying/Instigating:** Teasing, taunting, coercive behavior, humiliation, or similar conduct that occurs repeatedly over time and constitutes interference with an individual’s rights or school purposes. This includes agitating a situation that may cause or escalate a conflict between others. Determination of consequence will be completed after an investigation has been completed by the administration.

1st Offense	2nd Offense	3rd Offense
Office intervention, parental contact, and detention	Parental contact, counseling referral, and one day OSS	Three days of OSS, administrative hearing, and law enforcement referral

2. **Insubordination/Disrespect:** Student conduct deemed as failure to follow directions, failure to accept criticism or consequences, inability to disagree appropriately or situations in which the student is shown to be habitually disobedient.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
One detention	One detention and one Friday school	One day OSS and counseling referral

3. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. Determination of consequence will be completed after an investigation has been completed by the administration.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Office intervention, parental contact, and one day OSS	Three days OSS, administrative hearing, law enforcement referral	Long term suspension and law enforcement referral

4. **Skipping:** The act of not attending their scheduled class without permission or reasonable cause. Or remaining in the building unsupervised.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Verbal warning and parental contact	One detention for each skipped period	One day of OSS for each class skipped

5. **Threats:** Physical, verbal, or written action which immediately creates fear of harm without physical attack. Determination of consequence will be completed after an investigation has been completed by the administration.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Detention and parental contact	1-3 days OSS	Long term suspension, administrative hearing, referral to law enforcement

6. **Sex Offenses:** Includes consenting sexual behavior involving students, pornography, and indecent exposure. This includes sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials using computers or other technology. (May also be considered a Computer Laptop Violation)

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1-5 days OSS, possible referral to law enforcement, and counseling referral	5-10 days OSS and referral to law enforcement	Recommended expulsion

7. **Theft:** Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1-2 days OSS and possible referral to law enforcement	2-7 days OSS and referral to law enforcement	Recommended expulsion

8. **Tobacco or like Substances, Possession or Use:** Using, possessing, selling, or dispensing, tobacco on school property or at a school-sponsored activity. Please see number 16 in the Explanation of Terms section to get a complete explanation of all prohibited items. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for repeated tobacco violations and possible chemical dependency assessment.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1day OSS and referral to law enforcement	2-3 days OSS and referral to law enforcement	5 or more days OSS to long term suspension, referral to law enforcement

9. **Vandalism:** Willfully causing or attempting to cause damage to private or school property.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Three detentions, possible referral to law enforcement, and restitution	Two days OSS, referral to law enforcement, and restitution	3-5 days OSS, referral to law enforcement, and restitution

**CLASS THREE**

*(Students will begin with no offenses at the beginning of each school year.)*

1. **Battery/Fighting:** Physical attack; intentional striking and causing bodily harm of another person against his or her will or mutual participation in an incident involving physical violence that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1-5 days OSS, referral to law enforcement, and counseling referral	6-10 days OSS, referral to law enforcement, and counseling referral	Long term suspension or recommended expulsion

2. **Truancy:** The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers or remaining in the building unsupervised. Student will only be excused in the case of serious illness or other extenuating circumstances.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
After the fifth absence, parents will be notified	At ten absences a letter will be sent home, student may be removed from class and/or lose credit for that class	After ten absences, ORS will submit truancy request to the Deputy State's Attorney's Office

3. **Gross Insubordination:** Insulting teachers, administrators or any other staff member in a way that is profane and/or disrespectful.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1-2 days OSS and parental contact	3-4 days OSS and parental contact	Long term suspension

4. **Alcohol, Illegal Drug Consumption/Possession:** Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Referral to law enforcement and long-term suspension or recommended expulsion from school. Long term suspension may be reduced to three days if the student and parents participate in a substance abuse evaluation and agree to follow the recommendations (only for the first offense)		

5. **Arson:** The act of setting fire to school property or personal property within a school building or on school property to cause destruction of said property.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Referral to law enforcement and long term suspension or recommended expulsion from school. Long term suspension may be reduced at the discretion of the principal and superintendent		

6. **Endangerment to Life:** Any negligent or reckless behavior, terroristic threat, or hoax which could endanger a person's life or be capable of causing significant physical harm to an individual or the disruption of the school system.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Referral to law enforcement and long term suspension or expulsion from school recommended. Long term suspension may be reduced at the discretion of the principal and administration		

7. **Grand Theft:** Stealing or attempting to steal private or school property valued at or in excess of \$500.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Referral to law enforcement and long term suspension or expulsion from school recommended. Long term suspension may be reduced at the discretion of the principal and administration		

8. **Weapons:** A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or, substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Out of school suspension recommended and possible referral to law enforcement. Suspension will be based on the decision of the superintendent		

### EXPLANATION OF TERMS/CONSEQUENCES

Consequences are designed to be fair, firm, and consistent for all students. They apply to all students in school, on district buses and at school events. Consequences listed are minimums. Administration has the latitude to modify these penalties depending upon the severity and intent of the violation. Additionally, the administrator will have the authority to enforce other reasonable disciplinary consequences found warranted by the situation or the number of times that violation has been committed.

Most of the above consequences are designed for middle and high school students. Some of which can be modified to reflect the elementary students as well. Instead of a detention, elementary students may have to stay in from recess. The administration may deem some violations committed by elementary students to warrant using the consequences meant for middle and high school students without modifications.

Consequences which may be used by district staff to discipline students and/or encourage them to modify their behaviors include, but are not limited to, the following:

1. **Administrative Hearing:** Formal meeting involving principal, parents, and student to discuss behavior plan, alternative consequences or recommendation for long term suspension due to frequent and regular inappropriate behaviors.
2. **Behavior Contract:** A document outlining appropriate behavior and consequences that will be enforced for inappropriate behavior. Contracts will progress from minor consequences (detention) to those more severe (removal from class). Contracts will be written by the teacher, student, and principal and discussed during parent/guardian conferences.
3. **Counseling Referral:** A mandatory counseling meeting between the student and the counselor to discuss problems relating to attendance, harassment, profanity, insubordination, violence, or drugs. Suspension from school may continue until the student agrees to meet with a counselor or further consequences will be imposed.
4. **Detention:** Detention is time spent with a teacher or principal either before the start of the school day (7:30 – 8:15) or after the close of the school day (3:20-4:05) for the purpose of addressing inappropriate behaviors and ways to resolve differences. Detention must be served the day of or the following morning---not when it is convenient. Students failing to serve detention when assigned will be subject to further disciplinary action. Teacher or administration reserve the right to modify detention times.

5. **Expulsion:** Denial of a student's membership in school by the Board of Education for a period of time not to exceed one year. If inappropriate behavior is repeated, despite the efforts of teachers, counselors, administrators and parents to support changes in behavior, the student may subject himself/herself to expulsion by the Board of Education. Expulsion will be recommended for a Class 3 Offense of the Uniform Code of Behavior.
6. **Fines or Restitution:** Returning to the school or private persons that which has been stolen or damaged; also, making good for the loss or damage; reimbursement; fees for janitorial services.
7. **Connection to Senior Privileges:** There will be a loss of senior privileges for the entire year if a senior commits any violations listed under the class two or class three categories. Seniors committing class one violations, may lose privileges up to the remainder of the semester.
8. **In-School Suspension (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in the ISS room or designated area. A student's semester grade will be reduced by one percent for each period assigned to ISS. Students will accumulate a day of absence for each period of ISS assigned. While ISS is not listed in the above consequences, it may be substituted for a detention or OSS when the administration deems necessary.
9. **Long Term Suspension (LTS):** Temporary denial to a student by the superintendent of participation in school and school activities for 10 or more days but not to exceed 90 days. Suspension will be served out of school, and students will receive NO CREDIT for courses while serving LTS. Students will accumulate a day of unexcused absence in each class for every day assigned to LTS.
10. **Out-Of-School Suspension (OSS):** Temporary denial to a student by the principal or superintendent of participation in all classes and school activities. Suspension will be served out of school. A student's semester grade will be reduced by one percent for each period assigned to OSS. Students will accumulate a day of absence in each class for every day assigned to OSS. Students will be required to take semester exams if they are placed in OSS for any reason.
11. **Parent/Guardian Conference:** A school administrator or teacher will either call or send written notification of disciplinary infractions. Conferences may require the parents/guardians to come to school to visit with administrators, teachers, or counselors. It is recommended/required that a parent/guardian conference be held before readmitting a student to school following an Out-of-School Suspension.
12. **Referral to Law Enforcement:** A consequence for all offenses listed in the Uniform Code of Behavior which break any civil law or the consequences of which pose a threat to the student or others and are not in the best interest of the school.
13. **Removal from Class:** Permanent denial to a student by the principal and superintendent of participation and credit for a class. Removal may result from terms of a behavior contract, skipping, or excessive absences within a semester as outlined in the attendance policy.
14. **Student Conference:** Conference between the principal and a student for the purpose of discussing patterns of inappropriate behaviors. A student conference may be held to collect information and issue consequences.
15. **Substance Abuse Evaluation:** An evaluation administered by a drug/alcohol counselor in the school district or outside agency to determine a plan of action for drug counseling, rehabilitation, or other recommendation.

16. **Tobacco:** For the purposes of this policy, tobacco means any substance or item, in any form, containing tobacco. The administration will treat the use, possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the product or device is not part of an individual's cessation program.