



Aberdeen School District

POLICIES AND REGULATIONS

NEPN Code: JK

RULES OF STUDENT CONDUCT AND DISCIPLINE

Students attending our schools are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

APPLYING THE DISTRICT-WIDE RULES

1. The consequences for misbehavior described in this regulation are for misbehavior resulting in a Referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in the Aberdeen School District 6-1. They apply to all students in any school or other District building, on District property, in District vehicles or school buses, and at school or District events. Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.
2. Because it is not possible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate District staff.
3. Progressive discipline will be used in conjunction with existing District policy. Complete copies of the District suspension and expulsion policy (JGD and JGD-R) are available from all principals' offices. Rights and responsibilities of the District personnel, parents or guardians, and students are described in this policy.
4. Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, Referral to law enforcement authorities, conflict resolution training and recommendations to alternative community services.
5. Each building may develop a discipline handbook with rules and regulations specific to their unique needs. A copy of school rules will be provided to the parent/guardian and student.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (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.

ADOPTED: June 26, 2001
REVIEWED: April 14, 2009
REVISED: June 10, 2013
REVISED: September 12, 2016
REVISED: June 26, 2017
REVISED: July 23, 2018

District-Wide Kindergarten through Fifth Grade Rules

Due Process: Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (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.

Consequence Definitions

Detention: Discipline which requires students to serve time before or after school.

In school suspension (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

Out of school suspension (OSS): Temporary denial to a student by the principal, Superintendent, or School Board of participation in a class or classes. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

Long-term suspension (LTS): Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

Expulsion: Denial of a student's membership in school by the school board for a period of time.

Where appropriate the following additional interventions may be added to any violation:

Choices counseling/conflict resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Community service: May be served at the school outside of the school day by assisting school staff in carrying out their duties.

Counselor Referral: Student is referred to their school counselor or an independent counselor.

Drug/Alcohol evaluation and counseling: Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.

Restitution: When appropriate students will reimburse the school or others for financial damages.

Restrictions: Removal of student privileges.

Risk /Threat assessment: Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.

Student assistance team (SAT): A team of staff members who work together with input from parents and students to help students become and remain successful in school.

Student conference: A meeting with administration and/or a counselor or team.

Student contract: A written plan or agreement to address discipline concerns.

Warning: Discussion and plan for change

When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office Referral and/or by phone to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.

District-Wide Kindergarten through Fifth Grade Rules

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	1	Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc... Students will be expected to follow classroom instructions relating to academic integrity.	Warning Restriction	Warning Restriction Detention	ISS (1-3 days)	
	1	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention or community service.				
Bullying/ Harassment/ Hazing	3	Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. See Policy JFCE/JFCE-R/JCFE-E, JFCD/JFCD-E, AC/AC-R and JICFA/JICFA-R	Warning Restriction Detention	Restriction ISS (1-3 days)	Restriction ISS (4-5 days)	Restriction OSS (1-10 days)
	3	Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse implied or overt threat(s), name calling, physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a students, education, use of services, or participation in activities. See Policies AC/AC-R and JICFA/JICFA-R.	Warning Restriction Detention	Restriction ISS (1-3 days)	Restriction ISS (4-5 days)	Restriction OSS (1-10 days)
	3	Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA/JICFA-R.				
Disrespect and Disobedience	2	Failure to Comply with Instructions: Failure to complete or fulfill a task assigned by a staff member.	Warning Restrictions	Restrictions Detention	Restrictions ISS (1-3 days)	Restrictions ISS (3-5 days)
	2	Disrespectful Behavior: Communication or actions that demonstrate a lack of respect or courtesy toward an individual.				
	2	Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or actions.				
	3	Continued Willful Disobedience: Student conduct deemed as unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information).	Restrictions Detention	Restrictions ISS (1-3 days)	Restrictions ISS (3-5 days)	Restrictions OSS (1-10 days)
	3	Offensive Language Directed at a Staff Member: Offensive language or gesture as defined above directed at a staff member.				
Disruption	2	School Disruption: Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Warning Restrictions	Restrictions Detention	Restrictions ISS (1-3 days)	Restrictions OSS (1-3 days)

District-Wide Kindergarten through Fifth Grade Rules

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Electronic Devices	1	Cell Phones/Personal Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials.	Item confiscated and returned to student at the end of the school day	Item confiscated, must be picked up by parent	Item confiscated, must be picked up by parent or held in office for 5 days	Item confiscated, must be picked up by parent or held in office for 5 days
	1	Electronic Device/Technology Misuse: Unauthorized and/or non-educational use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use is set forth in Policy IJNDC/IJNDC-R. If the misuse constitutes another violation, consequences consistent with the other violation may also be given.	Warning	Restricted Use (1-3 days)	Restricted Use (3-5 days)	Restricted Use (5+ days)
Gang Activity	3	Gang Activity: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning	ISS (1-3 days)	ISS (4-5 days)	OSS (1-10 days) Police Referral
Illegal Activities	4	Fires and Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, intentionally pulling a fire alarm, or using a fire extinguisher without valid cause.	ISS (1 day)	ISS (2-4 days)	OSS (1 day)	OSS (1-10 days)
	4	Weapons-No Malicious Intent: Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and/or without the intent to harm others.	Restriction Detention	ISS (1 day)	ISS (2-4 days)	OSS (1-10 days)
	5	Weapons-Intent: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.	OSS (1-10 days)	LTS		
	5	Engaging in Illegal Activities: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.	OSS (1-10 days)	LTS		
	6	Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person any firearm, including an air gun.	LTS or Expulsion Police Referral			
	6	Bomb Threat: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.				
Property Infractions	3	Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property, or receiving school property.	Warning Restrictions Restitution Community Service	Restrictions Detention Restitution Community Service	Restrictions ISS (1-3 days) Restitution Community Service	Restrictions Restitution Community Service OSS (1-5 days)
	3	Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property including graffiti. This also includes the alteration of student or school computer programs or systems.				

District-Wide Kindergarten through Fifth Grade Rules

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Tobacco, Alcohol, and Drugs	4	Tobacco: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e-liquids and oils. See Policy JICG.	Restrictions Counselor Referral Police Referral	ISS (1 day) Police Referral	ISS (2-4 days) Police Referral	OSS (1-10 days) Police Referral
	6	Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. See Policy JLCD/JLCD-R	OSS (1-10 days) Police Referral			
	6	Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.	OSS (1-10 days) Police Referral			
	6	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	OSS (1-10 days) Police Referral			
Sexual Misconduct	3	Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	Warning Detention	ISS (1 day)	ISS (1-3 days)	OSS (1-10 days)
	4	Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.	Warning Counselor Referral Police Referral	ISS (1-2 days) Police Referral	ISS (2-4 days) Police Referral	OSS (1-10 days) Police Referral
Verbal and Physical Altercations	3	Intimidation/Threat/Physical Aggression-Student: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student such as pushing and shoving.	Warning Restriction Detention	Restriction ISS (1 day)	Restriction ISS (2-4 days)	Restriction OSS (1-10 days)
	3	Fighting: A physical conflict involving two or more students.				
	4	Physical Injury-Student: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	Restrictions Counselor Referral	ISS (1-3 days)	ISS (3-5 days) SAT Referral	OSS (1-10 days) Police Referral
	4	Intimidation/Threat/Physical Aggression- Staff: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes including a forceful action, attitude, or behavior that is expressed physically toward a staff member.				
	5	Physical Injury-Staff: Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	ISS (1-3 days)	ISS (3-5 days)	OSS (1-10 days)	OSS (1-10 days) LTS Police Referral

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation, students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may include suspension of riding privileges. See Policy EE/EE-R.

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix. Infractions directed at school staff that could be deemed a class 5 or above offense will be considered a substantial disruption of school.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student's assigned school.

District-Wide Sixth Grade through Eighth Grade Rules

Due Process: Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (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.

Consequence Definitions

Detention: Discipline which requires students to serve time before or after school for class work missed.

In school suspension (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

Short term suspension (OSS): Temporary denial to a student by the principal, Superintendent, or School Board of participation in a class or classes. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

Long-term suspension (LTS): Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

Expulsion: Denial of a student's membership in school by the school board for a period of time.

Where appropriate the following additional interventions may be added to any violation:

Choices counseling/conflict resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Community service: May be served at the school outside of the school day by assisting school staff in carrying out their duties.

Counselor Referral: Student is referred to their school counselor or an independent counselor.

Drug/Alcohol evaluation and counseling: Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.

Restitution: When appropriate students will reimburse the school or others for financial damages.

Restrictions: Removal of student privileges.

Risk /Threat assessment: Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.

Student assistance team (SAT): A team of staff members who work together with input from parents and students to help students become and remain successful in school.

Student conference: A meeting with administration and/or a counselor or team.

Student contract: A written plan or agreement to address discipline concerns.

Warning: Discussion and plan for change

When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office Referral and/or by phone to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.

District-Wide Sixth Grade through Eighth Grade Rules

Infraction	Class	Infraction Definition	Minimum			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	1	Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc. Students will be expected to follow classroom instructions relating to academic integrity.	Warning Detention	Warning Restriction Detention	ISS (1-3 days)	ISS (3-5 days)
	2	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention or community service.				
Attendance Related Infractions	1	Tardy: Late to class or school.	Handled at building level	Handled at building level	Handled at building level	Handled at building level
	2	Closed Campus: Leaving school without the permission of administration.	Student conference and/or Detention	ISS or detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
	2	Skipping: Unapproved absence from a class period within the school day, including leaving class without permission.				
Bullying/ Harassment Hazing	4	Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. See Policy JFCE/JFCE-R/JFCE-E, JFCD/JFCD-E	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	LTS
	4	Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse, name calling, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a students, education, use of services, or participation in activities. See Policies AC/AC-R and JICFA/JICFA-R.				
	4	Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA/JICFA-R.				

District-Wide Sixth Grade through Eighth Grade Rules

Disrespect and Disobedience	2	Failure to Comply with Instructions: Failure to complete or fulfill a task assigned by a staff member.	Student conference and/or Detention	ISS or Detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
	2	Disrespectful Behavior: Communication or actions that demonstrate a lack respect or courtesy toward an individual.				
	2	Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or action.				
	3	Insubordination: Student conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information)	ISS (1-3 days)	ISS (3-5 days)	OSS (3 days)	OSS (4-10 days)
	3	Offensive Language Directed at a Staff Member: Offensive language or gesture as defined above directed at another person				
Disruption	2	School Disruption: Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Student conference and/or Detention	ISS or detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
Dress Code	2	Inappropriate Dress: Violation of the school's dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.	Student conference and/or Detention Change clothes	Student and Parent conference Detention (1-3 days) Change clothes	ISS (1 day) Student contract Counselor Referral Change clothes	See insubordination 2 nd violation Change clothes
Electronic Devices	1	Cell Phones/Electronic Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials and/or using an electronic device for a non-educational purpose.	Device confiscated until end of school day	Detention Device confiscated until picked up by parent or held in office for 5 days	ISS (1 day) Device confiscated until picked up by parent or held in office for 10 days	ISS (1-2 days) Student may no longer bring phone or device into school
	3	Technology Misuse: Unauthorized use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use is set forth in Policy IJNDC/IJNDC-R. . If the misuse constitutes another violation, consequences consistent with the other violation may also be given.	ISS (1 day) Restrictions Detention	ISS (3-5 days) Restrictions	OSS (1-2 days) Restrictions	OSS (2-3 days) Restrictions
Gang Activity	3	Gang Activity: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning	ISS (1-3 days)	ISS (4-5 days)	OSS (1-10 days) Police Referral
Illegal Activities	5	Weapons-No Malicious Intent: Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and/or without the intent to harm others.	Restriction Detention	ISS (1day)	ISS (2-4 days)	OSS (1-10 days)
	6	Bomb Threat: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.	LTS or Expulsion Police Referral			
	6	Fires/ Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.	LTS or Expulsion Police Referral			

District-Wide Sixth Grade through Eighth Grade Rules

Illegal Activities	6	Weapons: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades,	LTS or Expulsion Police Referral			
	6	Engaging in Illegal Activities: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.	LTS or Expulsion Police Referral			
	7	Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.	Expulsion (12 months) Police Referral			
Property Infractions	4	Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs	Restitution and/or Community Service	Detention Restitution and/or Community Service	ISS (1-3 days) Restitution and/or Community Service	OSS (1-5 days) Restitution and/or Community Service
	4	Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.				
	4	Trespassing: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.				
Tobacco, Alcohol, and Drugs	4	Tobacco: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e- liquids and oils. See Policy JICG.	ISS (1-3 days) Police Referral	ISS (3-5 days) Police Referral	OSS (1-3 days) Police Referral	OSS (4-10 days) Police Referral
	5	Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. See Policy JLCD/JLCD-R.	OSS (5-10 days) Police Referral SAT Referral	OSS (5-10 days) Police Referral SAT Referral	LTS Police Referral	LTS or Expulsion Police Referral
		Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.				
	6	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	LTS or Expulsion Police Referral			
Sexual Misconduct	3	Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days)
	4	Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.	ISS (3-5 days) Police Referral	OSS (1-3 days) Police Referral	OSS (3-5 days) Police Referral	OSS (5-10 days) Police Referral
	6	Sexual Violence: Physical sexual acts against a person's will, or where a person is incapable of giving consent.	LTS or Expulsion Police Referral			

District-Wide Sixth Grade through Eighth Grade Rules

Verbal and Physical Altercations	2	Verbal Dispute: A confrontation between two or more students without physical aggression or injury.	Warning Detention	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)
	3	Verbal Altercation: A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.	ISS (1-3 days)	OSS (1-3 days) Restrictions	OSS (3-5 days) Restrictions	OSS (5 days) Restrictions
	3	Physical Aggression: Aggressive behavior with the potential to cause physical harm towards others.				
	4	Intimidation/Threat-Student: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.	ISS (1-3 days)	OSS (3-5 days)	OSS (3-5 days)	OSS (4-10 days)
	4	Physical Injury-Student: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	OSS (1-3 days) SAT Referral Counselor Referral	OSS (3-5 days) SAT Referral Counselor Referral	OSS (4-10 days) SAT Referral Counselor Referral	LTS
	4	Fighting: A physical conflict involving two or more students or the promotion of an altercation.				
	5	Intimidation/Threat-Staff: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward a staff member.	OSS (5-10 days) Police Referral SAT Referral	LTS or Expulsion Police Referral		
	5	Physical Injury-Staff: Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.				
6	Endangering the Lives of Others or Causing Serious Bodily Injury: Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s)' safety or well-being.	LTS or Expulsion				
Vehicle Infractions	2	Parking Lot Violations-School Rules: Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Student conference Restrictions	Detention Restrictions Student contract	ISS (1 day) Restrictions	Loss of parking privileges Vehicle may be towed
	3	Parking Lot Violations-Laws: Failure to comply with City and State traffic laws in school parking lots and on District property.	Student conference Detention Restrictions Police Referral	ISS (1 day) Restrictions Police Referral	Loss of parking Privileges Vehicle may be towed Police Referral	Police Referral

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation, students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may include suspension of riding privileges. See Policy EE/EE-R.

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix. Infractions directed at school staff that could be deemed a class 5 or above offense will be considered a substantial disruption of school.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student's assigned school.

Activity (Participation) Rules: The District's Activity Rules apply for a Class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are in addition to the above listed consequences, See Policy JJAA/JJAA-R

District-Wide Grades Nine through Twelve School Rules

Due Process: Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (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.

Consequence Definitions

Detention: Discipline which requires students to serve time before or after school for class work missed.

In school suspension (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

Short term suspension (OSS): Temporary denial to a student by the principal, Superintendent, or School Board of participation in a class or classes. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

Long-term suspension (LTS): Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

Expulsion: Denial of a student's membership in school by the school board for a period of time.

Where appropriate the following additional interventions may be added to any violation:

Choices counseling/conflict resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Community service: May be served at the school outside of the school day by assisting school staff in carrying out their duties.

Counselor Referral: Student is referred to their school counselor or an independent counselor.

Drug/Alcohol evaluation and counseling: Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.

Restitution: When appropriate students will reimburse the school or others for financial damages.

Restrictions: Removal of student privileges.

Risk /Threat assessment: Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.

Student assistance team (SAT): A team of staff members who work together with input from parents and students to help students become and remain successful in school.

Student conference: A meeting with administration and/or a counselor or team.

Student contract: A written plan or agreement to address discipline concerns.

Warning: Discussion and plan for change

When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office Referral and/or by phone to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Definition	Minimum			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	3	Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc. Students will be expected to follow classroom instructions relating to academic integrity.	Parent call by teacher No credit for assignment Detention	Class removal Restriction Detention	ISS (1-3 days)	ISS (3-5 days)
	3	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.				
Attendance Related Infractions	1	Tardy: Late to class or school.	Handled at building level	Handled at building level	Handled at building level	Handled at building level
	1	ID Badge: Unable to produce the school ID badge when requested	Detention Replacement purchase	Detention Replacement purchase	Detention Replacement purchase	Detention Replacement purchase
	2	Closed Campus: Leaving school without the permission of administration.	Student conference and/or Detention	ISS or detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
	2	Skipping: Unapproved absence from a class period within the school day, including leaving class without permission.				
Bullying/ Harassment Hazing	4	Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. See Policy JFCE/JFCE-R/JFCE-E, JFCD/JFCD-E	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	LTS
	4	Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse, name calling, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a students, education, use of services, or participation in activities. See Policies AC/AC-R and JICFA/JICFA-R.				
	4	Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA/JICFA-R.				

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Disrespect and Disobedience	2	Failure to Comply with School Rules: Failure to complete or fulfill a task assigned by a staff member.	Student conference and/or Detention	ISS or Detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
	2	Disrespectful Behavior: Communication or actions that demonstrate a lack respect or courtesy toward an individual.				
	2	Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or action.				
	2	Deception: Intentionally falsifying information				
	3	Insubordination: Student conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information)	ISS (1-3 days)	ISS (3-5 days)	OSS (3 days)	OSS (4-10 days)
	3	Offensive Language Directed at a Staff Member: Offensive language or gesture as defined above directed at another person				
Disruption	2	School Disruption: Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Student conference and/or Detention	ISS or detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
Dress Code	2	Inappropriate Dress: Violation of the school's dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.	Student conference Change clothes	Student and Parent conference Detention (1-3 days) Change clothes	ISS (1 day) Student contract Counselor Referral Change clothes	See insubordination 2 nd violation Change clothes
Electronic Devices	2	Cell Phones/Electronic Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials and/or using an electronic device for a non-educational purpose.	Device confiscated until end of school day	Device confiscated until picked up by parent or held in office for 5 days	Detention Device confiscated until picked up by parent or held in office for 10 days	Detention Student may no longer bring phone or device into school
	3	Technology Misuse: Unauthorized use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use is set forth in Policy IJNDC/IJNDC-R. If the misuse constitutes another violation, consequences consistent with the other violation may also be given.	ISS (1 day) Restrictions	ISS (3-5 days) Restrictions	OSS (1-2 days) Restrictions	OSS (2-3 days) Restrictions
Gang Activity	3	Gang Activity- Low Level: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning	ISS (1-3 days) Counselor Referral	ISS (3-5 days) Restrictions	OSS (1-3 days) SAT Referral
	5	Gang Activity – High Level: Participation or association with a group in which the student's conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school	LTS Police Referral SAT Referral	LTS or Expulsion Police Referral		

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Illegal Activities	5	Weapons-No Malicious Intent: Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and/or without the intent to harm others.	Restriction Detention	ISS (1day)	ISS (2-4 days)	OSS (1-10 days)
	6	Bomb Threat: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.	LTS or Expulsion Police Referral			
	6	Fires/ Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.				
	6	Weapons: Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.				
	6	Engaging in Illegal Activities: Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.				
	7	Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.				
Property Infractions	4	Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs or systems.	Restitution and/or Community Service	Detention Restitution and/or Community Service	ISS (1-3 days) Restitution and/or Community Service	OSS (1-5 days) Restitution and/or Community Service
	4	Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.				
	4	Trespassing: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.				
Tobacco, Alcohol, and Drugs	4	Tobacco: Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e- liquids and oils. See Policy JICG.	ISS (1-3 days) Police Referral	ISS (3-5 days) Police Referral	OSS (1-3 days) Police Referral	OSS (4-10 days) Police Referral
	5	Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. See Policy JLCD/JLCD-R.	OSS (5-10 days) Police Referral SAT Referral	OSS (5-10 days) Police Referral SAT Referral	LTS Police Referral	LTS or Expulsion Police Referral
		Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.				
	6	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	LTS or Expulsion Police Referral			
Sexual Misconduct	3	Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	ISS (1 day)	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)
	4	Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.	ISS (3-5 days) Police Referral	OSS (1-3 days) Police Referral	OSS (3-5 days) Police Referral	OSS (4-10 days) Police Referral
	6	Sexual Violence: Physical sexual acts against a person's will, or where a person is incapable of giving consent.	LTS or Expulsion Police Referral			

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Verbal and Physical Altercations	2	Verbal Dispute: A confrontation between two or more students without physical aggression or injury.	Detention	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)
	3	Verbal Altercation: A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	4	Physical Aggression: Aggressive behavior with the potential to cause physical harm towards others.				
	4	Intimidation/Threat-Student: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	5	Physical Injury-Student: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	OSS (1-3 days) SAT Referral Counselor Referral	OSS (3-5 days) SAT Referral Counselor Referral	OSS (4-10 days) SAT Referral Counselor Referral	LTS
	5	Fighting: A physical conflict involving two or more students.				
	5	Intimidation/Threat-Staff: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed	OSS (5-10 days) Police Referral SAT Referral Removal from class	LTS or Expulsion Police Referral		
	6	Physical Injury-Staff: Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.				
7	Endangering the Lives of Others or Causing Serious Bodily Injury: Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s)' safety or well-being.	LTS or Expulsion				
Vehicle Infractions	2	Parking Lot Violations-School Rules: Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Student conference Restrictions	Detention Restrictions (short-term) Student contract	ISS (1-3 days) Restrictions (long-term)	Restrictions (long-term) Vehicle may be towed
	3	Parking Lot Violations-Laws: Failure to comply with City and State traffic laws in school parking lots and on District property.	Student conference Detention Restrictions Police Referral	ISS (1 day) Restrictions Police Referral	Loss of parking Privileges Vehicle may be towed Police Referral	

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation, students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may include suspension of riding privileges. See Policy EE/EE-R.

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix. Infractions directed at school staff that could be deemed a class 5 or above offense will be considered a substantial disruption of school.

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