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# *Philosophy*

In order for our students to grow and learn, a safe and orderly environment must exist within our school.

## *Background & Purpose*

A discipline handbook was developed and approved by the USD 470 board of education in 1991 by school board members, parents, representatives of judicial and social service agencies, teachers and administrators and has been reviewed and updated annually.

Parents and students are encouraged to read the guidelines and be familiar with behavior that is expected of students in USD 470. Visitors entering school property must first report to the office. Policies and procedures outlined in these guidelines apply to schools, school property and school-sponsored events, and are intended as a guide to cover most but not all situations. Offenses are cumulative by semester. Because USD 470 believes that family involvement is critical when dealing with student discipline issues, reasonable efforts will be made by the school to contact parents with disciplinary concerns. School counselor referrals, when appropriate, will also be used for intervention. Any action that may constitute a criminal offense will be referred to appropriate law enforcement. Electronic surveillance is in place at all sites. **Although it is expected administrators will follow the guidelines as adopted by the board of education, school officials may exercise discretion in applying policy to individual cases.**

## *Searches of Students & Property*

Principals are authorized to search students and property, which includes pockets, purses, shoulder bags, personal technology devices, book bags, briefcases, and parking lots, if there is reasonable suspicion district policies, rules or directives are being violated. Lockers shall be subject to random searches without prior notice or with reasonable suspicion. Lockers in the district schools shall be under the supervision of the principal. Students have no expectation of privacy in any school locker, while on school property, or when using district email or computer systems. The combinations and/or keys to all lockers shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

## *High School & Middle School Discipline Notes*

Middle school students are assigned to in-school suspension (ISS) for the duration of the day. Detention is held from 7:25-7:50 a.m. and from **3:25-3:50** p.m. ACMS students assigned detention must attend at least one detention session daily.

High school students are assigned to ISS from 7:55 a.m. to 3:15 p.m. Detention is held before and after school from 7:00-7:50 a.m. and 3:20-4:20 p.m.

# Pre-K Discipline Notes

The Rights and Responsibilities at the Pre-K level has two purposes (1) to ensure a positive, safe learning environment, and (2) to teach children how to behave appropriately in all situations. Based on this and the age groups within the Pre-K program, special considerations need to be made as rights and responsibilities are taught to our youngest learners. Guiding Principles have been listed below as children receive emotional support and learn about instructional routine and schedules through positive reinforcement:

1. Create positive climates and focus on prevention
2. Develop clear, appropriate and consistent expectations and consequences to address disruptive behaviors
3. Ensure fairness, equity and continuous improvement.
4. Always work to modify and redirect inappropriate behavior
5. Recognize the rights of the child

When severe discipline problems arise, Pre-K programs will work in consultation with parents, the child’s teacher, and the building administrator to assess the immediate situation and implement an emergency plan of action if necessary to ensure the safety of the child and other students. If additional intervention is necessary the MTSS Team will work with the teacher and parents to develop a formal behavior intervention plan to limit or prohibit the use of suspension. Only after all intervention plans have been implemented, documented and exhausted can the determination be made to consider an alternative placement for the child. (See U.S. Department of HHS and U.S. Department of Education joint Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings).

**OFFENSE: Arson**

**SPECIFICATION:** Students involved in acts of arson will be suspended, and school officials will seek a hearing request for a long-term suspension and/or expulsion. Legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1 <sup>st</sup> instance	Parent contact and 1 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion	3 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion	3 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion

**OFFENSE: Battery**

**SPECIFICATION:** Battery, which may include sexual battery, is defined as the unlawful, intentional touching or application of force to the person of another, which is done in a rude, insolent or angry manner. Battery could involve, but is not limited to, such acts as slapping, scratching, punching, kicking, grabbing around the neck or body, shoving, biting, hair pulling, etc. Students involved in acts of battery will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified. Consequences will also apply to students who incite, instigate or are accomplices to the battery.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1 <sup>st</sup> instance	1 to 10 day suspension	1 to 10 day suspension	1 to 10 day suspension
2 <sup>nd</sup> instance	3 to 10 day suspension	3 to 10 day suspension	3 to 10 day suspension
3 <sup>rd</sup> instance	5 to 10 day suspension	5 to 10 day suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion
4 <sup>th</sup> instance	5 to 10 day suspension and recommend either long-term suspension or expulsion	5 to 10 day suspension and recommend either long-term suspension or expulsion	

**OFFENSE: Battery – aggravated**

**SPECIFICATION:** Aggravated battery is defined as the unlawful touching or application of force to the person of another with intent to injure that individual and which inflicts great bodily harm upon them, or causes any disfigurement or dismemberment to or of their person, or which is done with or without using a deadly weapon, or in any manner whereby great bodily harm, disfigurement, dismemberment or death could be inflicted. Students involved in acts of aggravated battery will be referred to the office for immediate and appropriate disciplinary action. If appropriate, legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1 <sup>st</sup> instance	3 to 10 day suspension	3 to 10 day suspension	3 to 10 day suspension
2 <sup>nd</sup> instance	5 to 10 day suspension	5 to 10 day suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion
3 <sup>rd</sup> instance	5 to 10 day suspension and recommend either long-term suspension or expulsion	5 to 10 day suspension and recommend either long-term suspension or expulsion	

**OFFENSE: Cheating/Plagiarism**

**SPECIFICATION:** USD 470 will not tolerate academic fraudulence. Students cheating or plagiarizing will be disciplined for these actions. This includes but is not limited to the use of cell phone text messaging. Academic dishonesty is not acceptable. Cheating, defined as copying another’s work and claiming it is your own and plagiarism, defined as the use of another person’s original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1 <sup>st</sup> instance	N/A	2-5 hours detention	2-5 hours detention
2 <sup>nd</sup> instance		1 day ISS	1 day ISS
3 <sup>rd</sup> instance		3 day ISS	3 day ISS
4 <sup>th</sup> instance		3 day suspension	3 day suspension

**OFFENSE: Detention violations – teacher assigned**

**SPECIFICATION:** Students referred to the office for skipping teacher-assigned detention will be assigned office detention.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1 <sup>st</sup> instance	Failure to cooperate will result in time being doubled	Office Referral	Office Referral
2 <sup>nd</sup> instance		Office Referral	Office Referral
3 <sup>rd</sup> instance			Office Referral

**OFFENSE: Detention violations – office assigned**

**SPECIFICATION:** Students who skip administrative-assigned detention or violate the rules of the detention room will receive immediate and appropriate disciplinary action. Middle school students not reporting to detention by **3:25** p.m. are in violation of detention rules.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1 <sup>st</sup> instance	Failure to cooperate will result in time being doubled	2 additional hours detention	1 day ISS
2 <sup>nd</sup> instance		1 day ISS plus original detention to be served at lunch	2 day ISS
3 <sup>rd</sup> instance		3 day ISS	3 day ISS

**OFFENSE: Disruptive behavior**

**SPECIFICATION:** Students will not be allowed to deprive the instructor of the right to teach or deprive other students of the right to learn, nor will they be permitted to adversely affect the learning environment of the classroom or the school. Teachers will make reasonable efforts to contact parents to advise them of the problems their student is causing in school.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention and/or 2 day ISS from that class only	5 hours detention
2nd instance	1 day ISS or after school detention	4 hours detention and/or 3 day ISS from that class only	1 day ISS
3rd instance	1 day suspension	1-3 day ISS	3 day ISS

**OFFENSE: Dress code violations**

**SPECIFICATION:** Neatness, decency and good taste are guidelines of the district dress code. Students who violate school dress codes will be asked to make an adjustment or necessary clothing change which results in compliance with the dress code.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact requesting that appropriate attire be brought to the student at school	Documented warning and arrangements made for proper attire	Documented warning and arrangements made for proper attire
2nd instance	Repeat above consequences	2 hours detention and arrangements made for proper attire	2 hours detention and arrangements made for proper attire
3rd instance	Repeat above consequences	1 day ISS and arrangements made for proper attire	1 day ISS and arrangements made for proper attire
4th instance	Repeat above consequences	3 day ISS and arrangements made for proper attire	3 day ISS and arrangements made for proper attire

**OFFENSE: Driving violations**

**SPECIFICATION:** Driving a vehicle to school or on school property is a privilege rather than a right. Students will not be allowed to violate law or or jeopardize health, safety or physical well-being of others by operating their vehicle in a reckless manner, by exhibiting excessive speeds or by over accelerating a vehicle. Students who violate this policy will receive immediate and appropriate disciplinary action. If warranted, students may immediately lose parking privileges, and legal authorities may be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	N/A	5 hours detention
2nd instance			1 day ISS
3rd instance			3 day ISS
4th instance			3 day suspension

**OFFENSE: Extortion**

**SPECIFICATION:** Students who attempt to acquire money, property that is not their own, schoolwork or services of any type from another student by using threats or force will receive immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 day ISS	3 day ISS
2nd instance	1 day ISS or after school detention	3 day suspension	3 day suspension

3rd instance	1 day suspension	5 day suspension	5 day suspension & recommend either long-term suspension or expulsion
4th instance	3 day suspension	5 day suspension and recommend either long-term suspension or expulsion	

**OFFENSE: False note or call or fraudulent misuse of a school form**

**SPECIFICATION:** Students who falsify notes to excuse absenteeism or have false calls made to the school to excuse their absences will receive immediate and appropriate disciplinary action. Also, any student who falsifies a school form or document, or uses that form or document for any purpose other than the specific purpose for which it was intended, will receive immediate and appropriate disciplinary action. This will include misuse of school ID.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention at recess or after school	1 day ISS	1 day ISS
2nd instance	Repeat above consequence	3 day ISS	3 day ISS
3rd instance	Repeat above consequence	Repeat above consequence	Repeat above consequence
4th instance	Repeat above consequence	Repeat above consequence	Repeat above consequence

**OFFENSE: Fighting or use of physical force with anger**

**SPECIFICATION:** Fighting or use of physical force with anger will not be permitted. Students should exhaust every alternative available to them before resorting to hitting or the use of physical force. Fighting at school, on school property or at school-sponsored activities is expressly prohibited. If appropriate, legal authorities will be notified. Consequences also apply to students who incite, instigate or are accomplices to the fight or use of physical force. All aspects to a fighting situation will be considered when consequences are applied.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day ISS or after school detention	1 to 10 day suspension	3 to 10 day suspension
2nd instance	1 to 10 day suspension	3 to 10 day suspension	5 to 10 day suspension
3rd instance	3 to 10 day suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion	5 to 10 day suspension and recommend either long-term suspension or expulsion
4th instance	5 to 10 day suspension		
5th instance	5 to 10 day suspension and recommend either long-term suspension or expulsion		

**OFFENSE: Flagrant misbehavior**

**SPECIFICATION:** Flagrant misbehavior is any overt act that could adversely affect the learning environment of the public schools of USD 470 or jeopardize the health, safety or physical well-being of those students and staff who attend or work in any of the public schools. Flagrant misbehavior could be gambling, possession or use of exploding fireworks, smoke bombs, noise makers containing powder which when activated causes a loud, unnecessary noise, or the setting of a false alarm. Students who involve themselves in acts of flagrant misbehavior will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension	1 to 10 day suspension	1 to 10 day suspension
2nd instance	3 day suspension	3 to 10 day suspension	3 to 10 day suspension

3rd instance	5 day suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion	5 to 10 day suspension and recommend either long-term suspension or expulsion
4th instance	5 day suspension and recommend either long-term suspension or expulsion		

**OFFENSE:** **Flagrant misbehavior toward staff – threats, obscenity, profanity or menacing or threatening gestures**  
**SPECIFICATION:** Inappropriate behavior toward any administrator or staff member will result in immediate and appropriate disciplinary action being taken. This would include lying to a staff member, direct profanity being used toward the staff member, threats being made either verbally or in writing, or any threatening or menacing gestures being made toward the staff member.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension	3 to 10 day suspension	3 to 10 day suspension
2nd instance	3 day suspension	5 to 10 day suspension	5 to 10 day suspension
3rd instance	5 day suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion	5 to 10 day suspension and recommend either long-term suspension or expulsion
4th instance	5 day suspension and recommend either long-term suspension or expulsion		

**OFFENSE:** **Gang-related activities – non-violent**  
**SPECIFICATION:** Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited. Immediate and appropriate disciplinary action will be taken against any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. Gang paraphernalia will be confiscated.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	5 hours detention	5 hours detention
2nd instance	1 day ISS or after school detention	1 day ISS	1 day ISS
3rd instance	1 day suspension	3 day ISS	3 day ISS
4th instance	3 day suspension	3 day suspension	3 day suspension

**OFFENSE:** **Gang-related activities – violent**  
**SPECIFICATION:** Any activity that is violent in nature or could reasonably lead to violence will not be permitted. Students who violate this policy will receive immediate and appropriate discipline.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 day suspension	5 day suspension	5 day suspension
2nd instance	3 day suspension	10 day suspension and recommend either long-term suspension or expulsion; law enforcement officials will be notified	10 day suspension and recommend either long-term suspension or expulsion; law enforcement officials will be notified

**OFFENSE:** Harassment – bullying

**SPECIFICATION:** Activities that involve students bullying other students are abusive behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. USD 470 strictly prohibits students and adult staff from engaging in any form of bullying (including cyber-bullying) on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in bullying or conspires to engage in bullying will face immediate and appropriate disciplinary action and must meet with the counselor. A mandate of “no interaction” will be issued. Students who experience bullying (including cyber-bullying) are required to report the incidence to an adult staff member and complete the anti-bullying report form. [Anti-bullying form is included in student planners/agendas and is available from the school district website [www.usd470.com](http://www.usd470.com)]

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 day ISS	3 day ISS
2nd instance	1 day ISS or after school detention	3 day suspension	3 day suspension
3rd instance	1-3 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion	5-10 day suspension with possibility of recommending either long-term suspension or expulsion

**OFFENSE:** Harassment – racial [see reference to adult staff] see also ACHS Bulldogs Agenda; “Policy”; “Reporting” ACMS Agenda

**SPECIFICATION:** Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment is racially motivated conduct which: (1) affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; (2) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or (3) is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic material. Students who violate the racial harassment policy must meet with the counselor, and a mandate of “no interaction” will be issued.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 day ISS	3 day suspension
2nd instance	1 day ISS or after school detention	3 day suspension	5 day suspension
3rd instance	1 day suspension	5 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion
4th instance	3 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion	

**OFFENSE:** Harassment – sexual [see reference to adult staff] see also ACHS Bulldogs AGENDA; “Policy”; & “Reporting” ACMS AGENDA

**SPECIFICATION:** Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual harassment may result from verbal or physical conduct or written or graphic nature. Sexual harassment may include, but is not limited to, verbal harassment or abuse; pressure for



sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats about a student's grades, participation in extra-curricular activities, etc. Students who violate the sexual harassment policy must meet with the counselor, and a mandate of "no interaction" will be issued.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 day ISS	3 day suspension
2nd instance	1 day ISS or after school detention	3 day suspension	5 day suspension
3rd instance	1 day suspension	5 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion
4th instance	3 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion	

**OFFENSE: Hazing**

**SPECIFICATION:** Hazing and initiation activities that involve students hazing other students are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. USD 470 strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where the incident occurs. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing will face immediate disciplinary action: up to and including suspension, expulsion, exclusion and loss of participation in extra-curricular activities. In addition, students who participate in hazing must meet with the counselor, and a mandate of "no interaction" will be issued.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 day ISS	3 day ISS
2nd instance	1 day ISS or after school detention	3 day suspension	3 day suspension
3rd instance	1-3 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion	5-10 day suspension with possibility of recommending either long-term suspension or expulsion

**OFFENSE: Horseplay**

**SPECIFICATION:** Students should not engage in acts of horseplay which are disruptive to the learning environment or which could result in injury to others even though there was not any intent to cause that injury.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	Documented warning	Documented warning
2nd instance	1 day ISS or after school detention	2 hours detention	5 hours detention
3rd instance	1 day ISS	1 day ISS or 5 hours detention	1 day ISS
4th instance	3 day ISS	3 day ISS	3 day ISS

**OFFENSE: Illegal, Unsafe or Potentially Dangerous Products, Substances**

**SPECIFICATION:** The consumption, possession (actual or constructive), use, transfer, distribution or to be under the influence of any illegal substance – which includes tobacco in any form or any e cigarettes, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, crack, steroids or any other substance on the controlled substance abuse list, alcoholic beverage, cereal malt beverage or intoxicant of any kind – anywhere inside the school building or on school property or at any school sponsored activity is prohibited. The possession of drug paraphernalia – which means all equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the uniform controlled substances act – anywhere inside the school building or on school property or at any school sponsored activity is prohibited Drug paraphernalia includes, but is not limited to, items which fall into the above domains. The use of baby-powder, chalk, cornstarch or any other substance in “white-out” or powder (or similar) celebrations is banned due to potentially serious, harmful or allergic reaction caused by inhalation of the airborne powder. The student or crowd use of any product which may pose a health risk to persons or polntential damage to district or personal property is disallowed. Students who violate this policy will receive immediate and appropriate disciplinary action. Police will be notified. Any illegal substance or paraphernalia will be confiscated by school officials.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and 1 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion and/or the student and parent/guardian enroll in and successfully complete a school-approved intervention program at the parent/guardian’s expense	3 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion and/or the student and parent/guardian enroll in and successfully complete a school-approved intervention program at the parent/guardian’s expense	3 to 10 day suspension with administrative discretion to seek a long-term suspension and/or expulsion and/or the student and parent/guardian enroll in and successfully complete a school-approved intervention program at the parent/guardian’s expense

**OFFENSE: In-school suspension violations**

**SPECIFICATION:** In-school suspension is an alternative to out-of-school suspension, and as such, students are required to obey all of the rules that have been established for the operation of the ISS room. Those students who cannot or will not discipline themselves to follow those rules will receive immediate and appropriate disciplinary action. During ISS, students will be isolated and the socialization privilege will be removed. However, they will have the opportunity to make up the work they miss while they are isolated and have that work counted toward full credit on their classroom grade.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	Documented warning	Suspension for duration of ISS assignment
2nd instance		1 additional day ISS	Repeat above consequence
3rd instance		Suspension for duration of ISS assignment	

**OFFENSE: Inappropriate behavior**

**SPECIFICATION:** There are some inappropriate behaviors that will not fit precisely into the category of other misbehavior. This specification is designed to address those behaviors as a “catch all” specification. On the discipline report, the administrator handling the problem will specify what the inappropriate behavior was and the disciplinary action that is to be implemented to address that behavior.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention	2 hours detention
2nd instance	1 day ISS or after school detention	4 hours detention	4 hours detention

3rd instance	1 day suspension	1 day ISS	1 day ISS
4th instance	3 day suspension	3 day ISS	3 day ISS
5th instance	5 day suspension	3 day suspension	3 day suspension

**OFFENSE:** **Inappropriate items and/or materials brought to school**

**SPECIFICATION:** Inappropriate items and/or materials that affect the learning environment of the classroom or the school should not be brought to school. Items that are used irresponsibly which adversely affect the learning environment of a classroom or school will not be tolerated and will be confiscated.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention	2 hours detention
2nd instance	1 day ISS or after school detention	1 day ISS	1 day ISS
3rd instance	1 day suspension	3 day ISS	3 day ISS
4th instance	3 day suspension	1 day suspension	1 day suspension
5th instance	5 day suspension	3 day suspension	3 day suspension

**OFFENSE:** **Inappropriate language or gesture**

**SPECIFICATION:** Inappropriate language may include profanity. Students whose inappropriate language or gesture(s) adversely affects the environment of the classroom or school will receive immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention and/or 2 days ISS from the class in which the language or gesture occurred	5 hours detention
2nd instance	1 day ISS or after school detention	1 day ISS	1 day ISS
3rd instance	1 day suspension	3 day ISS	3 day ISS
4th instance	3 day suspension	1 to 3 day suspension	3 day suspension

**OFFENSE:** **Inappropriate use of technology**

**SPECIFICATION:** USD 470 supports the use of advanced technology and increased access to learning opportunities by all students. The goal of the district in providing access to computers, computer networks, Internet resources, electronic mail and other online services for students is to promote educational excellence by facilitating resource sharing and communications, and improving access to information. The use of district computers, network, the Internet and other online services accessed through district resources shall be in support of education and research consistent with the district's educational objectives. Limited, appropriate personal use of computer technology resources is permitted if it does not interfere with student responsibilities or the educational process. See Harassment – bullying (including cyber-bullying). [Anti-bullying form is included in student planners/agendas and available online at the district website: [www.usd470.com](http://www.usd470.com).]

The use of the district's computer technology resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. USD 470 reserves the right to deny, revoke, suspend or close any user account at any time, based upon the determination of inappropriate use by the account holder or user. Inappropriate use may also result in disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state and federal laws; and assessment of the cost of damages to hardware/software. Any student identified as a security risk or having a history of inappropriate use with other computer systems may be denied access. \*Student Rights to Privacy (IIBG-BOE policy) Students shall have no expectation of

privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

**Computer Use**

Audits: The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-mail Privacy Rights: Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials: Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 day ISS & computer usage limited to classroom assignments & assessments	All instances: 1 to 10 day suspension; computer privileges restricted
2nd instance	1 day ISS or after school detention	1 to 3 day suspension	
3rd instance	Repeat above consequences	5 day suspension	

**OFFENSE: Leaving class without permission**

**SPECIFICATION:** Students are not to leave the classroom without receiving permission from the instructor to leave. Students who leave class without permission will be referred to the office.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 hours detention	2 hours detention
2nd instance	1 day ISS or after school detention	4 hours detention	4 hours detention
3rd instance	Repeat above consequence	1 day ISS	1 day ISS
4th instance	Repeat above consequence	3 day ISS	3 day ISS

**OFFENSE: Lunchroom misbehavior**

**SPECIFICATION:** Students who misbehave in the lunchroom or cafeteria or who violate the procedures established for the operation of the lunchroom or cafeteria will be referred to the office for immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Detention during recess	5 days ISS lunch and/or 2 hours detention	3 hours detention
2nd instance	Lunch in detention	10 days ISS lunch and/or 4 hours detention	1 day ISS
3rd instance	Parent contact and detention	Repeat previous consequence	3 day ISS

**OFFENSE: Open defiance**

**SPECIFICATION:** Students will not be permitted to challenge the authority of an administrator, instructor or staff member as long as that individual is in the performance of duties assigned by the school and/or school district. This would include duties performed actually at the school or at school-sponsored activities inside or outside of the school district. Students who openly defy the authority of an administrator, teacher or staff member will receive immediate and appropriate disciplinary action.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 to 3 day ISS	1 to 3 day ISS
2nd instance	1 day ISS or after school detention	1 to 3 day suspension	1 to 3 day suspension
3rd instance	1 day suspension	3 to 5 day suspension	3 to 5 day suspension
4th instance	3 day suspension	5 day suspension and recommend either long-term suspension or expulsion	5 day suspension and recommend either long-term suspension or expulsion

**OFFENSE: Out-of-School Suspension Program Violation**

**SPECIFICATION:** Failure to attend the OSS Program will result in In-School-Suspension (ISS) upon return to school. The student will be required to be in ISS until such time as all OSS Program time has been completed. Failure to attend the OSS Program may also result in contacting the Cowley County Truancy Officer.

			HIGH SCHOOL
All Instances			OSS until OSS Program time is complete.

**OFFENSE: Over-familiarity or overt display of affection**

**SPECIFICATION:** Displays of affection are not appropriate at school and will not be permitted.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Documented warning and detention	Documented warning	Documented warning
2nd instance	Parent contact and detention	2 hours detention	2 hours detention
3rd instance	1 day ISS or after school detention	1 day ISS	1 day ISS
4th instance	1 day suspension	3 day ISS	3 day ISS

**OFFENSE: Parking violations**

**SPECIFICATION:** Specific parking regulations and procedures have been established for Arkansas City High School, and students who drive vehicles to school will be expected to follow these procedures. Students who violate established parking procedures will be referred to the office where immediate and appropriate disciplinary action will be taken.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	N/A	Documented warning
2nd instance			4 hours detention
3rd instance			1 day ISS
4th instance			3 day ISS

**OFFENSE: Personal Electronic Devices (PED's) and Accessories [Formerly listed as "Cell Phone Usage"]**

**SPECIFICATION:** Personal electronic devices should not create a disturbance in the classroom and/or learning environment (ie: locker rooms, restrooms, library, shops). Personal electronic devices should only be used in the classroom with teacher permission. Teachers requesting the use of PED's to support student learning will be based on student universal access

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Confiscation, parent notified and student retrieves PED	Documented Warning	Documented Warning
2nd instance	Confiscation and parent retrieves PED	2 hours detention (PED Confiscated) Parent retrieves PED	2 hours detention (PED Confiscated)
3rd instance	Confiscation, parent retrieves PED and detention	1 day ISS (Phone Confiscated) Parent retrieves PED	1 day ISS (PED Confiscated)
4th instance			3 days ISS (PED Confiscated)
5th instance			1 day suspension (PED Confiscated)

**OFFENSE: Physical force against any employee of USD 470**

**SPECIFICATION:** Students who use physical force against any employee of USD 470 will be referred to the office where immediate and appropriate disciplinary action will be taken. If appropriate, legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 to 10 day suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion	5 to 10 day suspension and recommend either long-term suspension or expulsion
2nd instance	3 to 10 day suspension		
3rd instance	5 to 10 day suspension		
4th instance	5 to 10 day suspension and recommend either long-term suspension or expulsion		

**OFFENSE: Refusal to obey reasonable requests**

**SPECIFICATION:** Students are to obey any reasonable request given to them by any instructor, administrator or staff member, and they are to do this immediately and without argumentation.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	2 days ISS from that class only and/or 2 hours detention	5 hours detention
2nd instance	1 day ISS or after school detention	3 days ISS from that class only and/or 4 hours detention	1 day ISS
3rd instance	1 day suspension	1 day ISS	3 day ISS
4th instance		3 day ISS	1 to 3 day suspension
5th instance		1 to 5 day suspension	3 to 5 day suspension and recommend either long-term suspension or expulsion

**OFFENSE: Selective attendance**

**SPECIFICATION:** Students are expected to be in all of the classes they are scheduled to be in during the regular school day. Truancy policy will apply.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	N/A	2 hours detention for each class missed	3 hours detention and notification of
2nd instance		Repeat above consequence	1 Day ISS
3rd instance		Repeat above consequence	Repeat above consequence
4th instance		Repeat above consequence	Repeat above consequence

Note: At Arkansas City Middle School, every 6 hours of selective attendance will be considered equivalent to 1 day of unexcused absence. At Arkansas City High School, every 8 hours of selective attendance will be considered equivalent to 1 day of unexcused absence.

**OFFENSE: Tardiness to class**

**SPECIFICATION:** Repeated instances of tardiness to class by students can become disruptive and detract from the learning process. Students who are repeatedly tardy to class will receive immediate and appropriate disciplinary action. At ACMS, every 6 tardies will count as 1 unexcused absence.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1-3	NA	Documented warning	Documented warning
4th instance	NA	Detention with teacher a minimum of 10 minutes, parent contact and counselor referral	1 hour detention and parent contact
5th instance	NA	1 hour detention for each tardy from the 4th instance on / parent contact Office Referral	1 hour detention and parent contact
6 <sup>th</sup> plus instances	NA		1 hour detention and parent contact

**OFFENSE: Tardiness to school**

**SPECIFICATION:** Tardiness to school and/or class can become disruptive and detract from the learning process. Tardiness related to school policy is in compliance with Kansas State Statute for a referral to the truancy officer. Students who are repeatedly tardy to class and/or school will receive immediate and appropriate disciplinary action.

Being tardy to elementary school is defined as arriving late to school. At elementary schools and Arkansas City Middle School, 6 tardies equal 1 unexcused absence. One unexcused absence accumulated by being tardy to school will result in a written parent contact indicating the need for a truancy referral.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Documented Warning	Documented Warning	See previous offense: tardiness to class
2nd instance	Documented Warning	Documented Warning	
3rd instance	Documented Warning	Documented Warning	
4 <sup>th</sup> instance	Documented Warning	Written parental contact	
5th instance	Documented Warning	1 hour detention	
6th instance	Equals 1 unexcused absence, Written Parent Contact	Repeat above consequence for 6th tardies on	

**OFFENSE: Theft or possession of stolen property**

**SPECIFICATION:** Students who are caught taking items that do not belong to them or keeping or possessing items that do not belong to them without the consent of the owner are in violation of school policy and will receive immediate and appropriate disciplinary action. If appropriate, legal authorities will be notified.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	3 day ISS	3 day ISS
2nd instance	Parent contact and 1 day ISS or after school detention	1 day suspension	1 day suspension
3rd instance	1 day suspension	3 day suspension	3 day suspension
4th instance	3 day suspension	5 day suspension	5 day suspension

**OFFENSE: Threat – terroristic**

**SPECIFICATION:** A terroristic threat is any threat which is communicated, (including cyber-bullying which means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phone, pagers, online games, websites, and includes using electronic devices) to spread false rumors with the intent to commit violence or terrorize another individual, or to cause the evacuation of any building, place, assembly, or facility of transportation or which maliciously disregards the risk caused by such terror or evacuation. Students who make terroristic threats, or spread rumors of terroristic threats, will receive immediate and appropriate disciplinary action, and the appropriate legal authorities will be notified. (USD 470 uses an electronic notification system to alert parents and guardians of any potentially dangerous threatening situations.) [Anti-bullying form is included in student planners/agendas.]

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	1 to 5 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion	5-10 day suspension with possibility of recommending either long-term suspension or expulsion

**OFFENSE: Threats – verbal or written**

**SPECIFICATION:** Verbal and written threats to intimidate or bully (includes cyber-bullying) other students create a disruption in the learning environment. These threats often lead to physical violence. [Anti-bullying form is included in student planners/agendas.]

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 day ISS	1 day ISS
2nd instance	1 day ISS or after school detention	3 day ISS	3 day ISS
3rd instance	1 day suspension	3 day suspension	3 day suspension
4th instance	3 day suspension	5-10 day suspension with possibility of recommending either long-term suspension or expulsion	5-10 day suspension with possibility of recommending either long-term suspension or expulsion



**OFFENSE: Unexcused absences or truancy**

**SPECIFICATION:** Truancy is defined as any three consecutive absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day shall be considered truant. Students under the age of 18 who are truant will also be referred to the appropriate legal authorities in accordance with Kansas State Statute. All absences must be cleared or validated within 24 hours after the students returns to school. Following 10 days of absences (excused or unexcused), a doctor’s note will be required to excuse any further absences. At ACMS, an unexcused absence of 1-4 class periods will be recorded as 1/2 day unexcused; an unexcused absence of 5-8 periods will be recorded as 1 full day unexcused.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Will follow Kansas State Statutes; the student will be referred to the appropriate legal authorities for disposition	Will follow Kansas State Statutes; the student will be referred to the appropriate legal authorities for disposition	1 hour detention for every hour unexcused
2nd instance			2 hours detention for every hour unexcused
3rd instance			1 day ISS
4th instance			3 day ISS

**OFFENSE: Vandalism**

**SPECIFICATION:** Students caught vandalizing school buildings, school property or vehicles located on school property will receive immediate and appropriate disciplinary action. Students involved in acts of vandalism will also be required to assume the repair or replacement cost, including labor, for any vandalism they caused. If appropriate, legal authorities will be notified. Felony vandalism is any damage that is caused in excess of \$500 and will result in an immediate 5 day suspension and/or expulsion and referral to the appropriate legal authorities.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	Parent contact and detention	1 day ISS	1 day ISS
2nd instance	1 day ISS or after school detention	3 day ISS	3 day ISS
3rd instance	1 day suspension	3 day suspension	3 day suspension
4th instance	3 day suspension	5 day suspension and recommend either long-term suspension or expulsion	5 day suspension and recommend either long-term suspension or expulsion

**OFFENSE: Weapons**

**SPECIFICATION:** A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on the school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and destructive devices: As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assemble;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for possession: Possession of a firearm or other weapon, other than a facsimile of a weapon, shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (See JDC ~ BOE). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or Commissioner of Juvenile Justice.

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
1st instance	5 to 10 day suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension	5 to 10 day suspension and recommend either long-term suspension or expulsion and notification of police; may result in one calendar year suspension

### Short-term suspension

Except in an emergency, short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

## Long-term suspension

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

**During the time a student is suspended (long- or short-term) or expelled from school, the student may not:**

- **Be on school property or in any school building without the permission of the principal.**
- **Attend any school activity (home or away) as a spectator, participant or observer.**