**GMS DISCIPLINE GUIDELINES**

**The following disciplinary guidelines will be used by Administration at GMS in determining consequences for students referred to the office. These are only guidelines and may be altered depending on the circumstances and severity of a given situation. Students who have been placed in In School Detention or Out of School Suspension due to their behavior will be placed on the NO AFTER SCHOOL ACTIVITIES LIST and will become ineligible to attend after school activities for an indefinite amount of time & will only be removed from the no activities list by an administrator:**

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| **Description** |  |
| **Academic Dishonesty:** Including, but not limited to; plagiarism, cheating, and copying, or the use of any electronic devices when not permitted for the assignment or assessment. Plagiarism means “to present as one’s own an idea or product derived from an existing source.” (Webster’s Dictionary) **\*Note: Any offense may jeopardize students standing in academic affiliation/clubs.** |  |
| **Alcohol Related:** Students are prohibited from using, possessing or distributing alcohol on school property or in connection with any school activity. |  |
| **Bullying:** Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student in the school building, on school grounds, in school vehicles, at school bus stops or at school activities or sanctioned events. |  |
| **Bus Related: It is a privilege, not a right** to ride school district buses. Students are expected to behave appropriately and follow all bus rules while on the bus and while leaving or waiting for the bus.  -Removal and or suspension from the bus will occur when a student has received two or more bus conduct reports in one quarter, or if a student is out of school suspended. |  |
| **Criminal Law Violation:** Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff. |  |
| **Damage to School/Private Property/vandalism:** Causing or attempting to cause damage to school/private property or stealing or attempting to steal school/private property. |  |
| **Detrimental Behavior:** Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel. |  |
| **Disruptive to Learning Environment:** Students shall be expected to abide by the code of conduct adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. |  |
| **Disrespectful:** Behavior that shows a lack of respect to others.  Disrespect to staff or students in any capacity will not be tolerated at Sproul Jr. High. The administration at Sproul will proceed with more severe consequences for those students who behave in this way. |  |
| **Dress Code Violation:** Students are expected to observe a mode of dress and appearance that is appropriate. District policy states, “Student dress and grooming shall conform to reasonable standards of neatness, cleanliness, and modesty.” Student attire and styles must not be disruptive to the learning environment and educational process or be detrimental to the welfare of others by violating reasonable standards of safety, health, hygiene, or morals.  **Specifically, the following clothing/accessories will not be permitted:**  **ANY MANNER OF APPEARANCE DEEMED BY THE ADMINISTRATION AS DISRUPTIVE OR INAPPROPRIATE TO THE LEARNING ENVIRONMENT.**   * head-wear worn within the building   • sunglasses/dark glasses worn within the building  • garments that expose the torso including, but not limited to, muscle shirts, tube tops, single shoulder tops, “spaghetti” straps, exposed midriffs (shirts must overlap the pants), low-cut clothing, back less clothing, sheer, fishnet, mesh, or see-through clothing, inappropriately tight clothing, undershirts worn as outer shirts.   * straps/sleeves should be at least 2 fingers in width.   • shorts, dresses, skirts or other similar clothing that bare or expose traditionally private parts of the body (general expectation: shorts/dress/skirts should be at mid-thigh or below the students fingertips when in the standing position this includes any holes in the clothing). Leggings can be worn, but the shirt must be finger tip length covering the front and back.  • billfold chains or any chains draped from clothing, belts cannot be hanging out, etc.  • masks, excessive markings on the face, or face paint  • no slippers/house shoes, or shoes without a solid sole   * clothing shall be worn in an appropriate manner (e.g. both arms in armholes, pants not sagging, etc.) * items traditionally worn as undergarments shall not be visible (e.g. bras, underpants, etc.)  1. any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:   1. promote drugs, alcohol, weapons, or gambling;  2. are of a sexual nature, including innuendos;  3. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior;  4. are obscene, profane, vulgar, lewd, or legally libelous;  5. threaten the safety or welfare of any person;  6. promote any activity prohibited by the student code of conduct;  7. otherwise disrupt the teaching-learning process.  Students, if you question whether or not your appearance or dress is acceptable, it is probably not in harmony with the intent of the SJHS dress expectations. |  |
| **Drug Related:** The Board of Education has determined that the use of illegal drugs by students in the Widefield School District No. 3 is a significant threat to the health, safety and welfare of students and the school community, and that the incidence of drug use is increasing. This regulation is supplemental to District Policy JICH (alcohol abuse and drug use by students), and the Board of Education finds that this Regulation is necessary and appropriate for the implementation of said Policy JICH.  Under this regulation a student in possession of any amount of an illegal substance as defined by the Uniform Controlled Substances Act of 1992 as set forth in Colorado Revised Statutes, Section 18-18-101 et. Seq., will be recommended for expulsion. Students may have an opportunity to avoid expulsion by completing and adhering to a drug contract with specific and stringent guidelines. The opportunity outlined in this regulation will not apply to serious drug offenses, defined as manufacturing, distribution, and/or felony possession of a controlled substance on school premises or at a school sponsored activity. Any serious drug offense will be grounds for possible expulsion without the possibility of a contract in lieu of expulsion as provided in this regulation.  The intent of this regulation is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (3) to curtail drug use by providing incentives for students who use drugs to participate in drug treatment and testing programs; and (4) to provide alternatives to expulsion. |  |
| **Electronic Equipment/Devices (Cell phones, music players, pagers, cameras, video equipment, personal computing devices, laser pointers, etc.):**  **\*Note: Confiscated items will only be released to Parent(s)/Guardians(s).**  **Electronic Equipment**  The following electronic equipment and devices are **not** permitted on SJHS school grounds, at any school-related activities or functions, or other District #3 sites and schools:  **• Music Players, cameras, video equipment, and personal computing devices**  **• Cellular phones:** Although we understand that cell phones are useful tools for parent/student communication, **we must maintain an academic** **environment** within the building. **Cell phones are not to be seen or heard in the building and should be turned off indoors.** Students using cell phones are only permitted to use them before or after school while they are outside of the building. Cell phones that are seen or heard within the building will be confiscated and appropriate consequences will apply. Students causing a disruption within the classroom with a cell phone will be given consequences applicable to a disruptive student.  Cell phones should not be used during concerts, drama productions, or indoor events, including athletic events, unless they are being used outside of the building.  **• Laser pointers** *Note: Reports indicate that these devices may cause eye damage when improperly used.*  Such devices cause disturbances, thereby interfering with the educational process. These items will be confiscated, and students will be subject to disciplinary action. Personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s). |  |
| **Extra-Curricular Events Violation:** Attendance at events is a privilege. School policies apply. No re-entry. |  |
| **Failure to Comply/Insubordination:** Students are expected to comply with expectations provided to them by staff at all times. |  |
| **Failure to Report to Main Office:** Students are expected to report directly to the discipline office when given a referral or sent out of class |  |
| **Failure to Sign In/Out of Attendance Office:** students are **required** to report to the attendance office to **sign out** and upon returning to **sign in. Note: Students will only be released from school with parent or guardian (or emergency contact) notification or permission.** |  |
| **Failure to Serve Administrative Detention:** Students that are assigned detention are expected to report on to the correct location on time. |  |
| **Failure to Report to In School Detention:** Students that are assigned I.S.D. are expected to report to the conference room by the tardy bell of first period. |  |
| **Fake Note, Forgery, or Telephone Call:** A parent or guardian is the only person that can excuse a student. |  |
| **Fire Alarm:** Intentionally or unintentionally triggering a false alarm. |  |
| **Food & Drink:** Food and drink is only allowed in designated areas. SJHS is a NO GUM school. Rules regarding the consumption of candy, and clear water bottles in the classroom will be determined by teachers. All other types of food and drink is not permitted in the classrooms. |  |
| **Gambling:** Students are not allowed to play games of chance or gain. |  |
| **Gang Related Behavior:** (See Gang-Related Activity Policy)  Including, but not limited to: symbols, signs, pictures, gestures, on or in lockers, books, notebooks, clothing and jewelry. |  |
| **Hall Pass Violation:** Students given passes are expected to complete their business expediently, and return to class immediately. Students given passes to the library are expected to work quietly and according to teacher instruction. Passes are to be used only for the purpose intended. |  |
| **Harassment, Threats, and/or Intimidation:** Behavior that communicates unwelcome verbal or physical gestures/actions that is demeaning or abusive. |  |
| **Hazing Activities:** Includes any willful or reckless act done by a student or group of students for the purpose of subjecting the other student(s) to indignity, humiliation, intimidation, physical harm or threats of harm, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any person in hazing. |  |
| **Habitually Disruptive:** A student will be declared “habitually disruptive” if suspended three times during the course of the school year for causing a material and substantial disruption to the classroom, on school grounds or at school activities or events. |  |
| **Horseplay:** Excessive physical, foolish behavior |  |
| **Inappropriate Behavior:** Behavior that is not appropriate for school.  **Inappropriate Computer Use:** Behavior that is deemed inappropriate by school officials; damage to the computer or keyboard, or viewing material that is not appropriate for school. |  |
| **Inappropriate language/Gestures: (lewd, obscene, profane) Non Directed:** Using inappropriate language, profanity, vulgar language or obscene gestures. |  |
| **Inappropriate language/Gestures: (lewd, obscene, profane) Directed:** Using inappropriate language, profanity, vulgar language or obscene gestures. |  |
| **Inappropriate Writings or Drawings:** Writing or drawings that are not appropriate for school |  |
| **Instigating Fights/Conflicts:** Instigating is the act of spreading rumors that someone wants to fight another person and/or actually encouraging a student(s) to fight. |  |
| **Lying / Untruth:** Lying or giving false information either verbally or in writing to a school employee |  |
| **Misconduct In I.S.D.:** Inappropriate behavior in I.S.D. is not tolerated. |  |
| **Leaving class without permission:** Students must have permission from their teacher to leave the classroom, or area in which their class is being held (i.e. the library, etc.).  **Out of a designated area:** A student who is in a place where they are not permitted to be. |  |
| **Physical Altercation/Fighting:** Involving physical contact (i.e. pushing, shoving, hitting, kicking, etc.)  **FIGHTING HAS NO PLACE IN THE SCHOOL SETTING UNDER ANY CIRCUMSTANCES! ALL PARTIES INVOLVED WILL RECEIVE DISCIPLINARY ACTION FOR ENGAGING IN A PHYSICAL ALTERCATION…PERIOD!!!** |  |
| **Public display of affection (PDA):** Excessive physical display of affection – (including, but not limited to, holding hands, embracing, and/or kissing) |  |
| **Refusal to Participate in Class/Sleeping:** Sleeping in class or refusing to participate in class. |  |
| **Safety Issue:** Any inappropriate behavior or actions that causes or potentially could cause injury to others. |  |
| **Skipped Teacher Detention:** Students who do not serve their teacher’s discipline assignment will face disciplinary action. |  |
| **Smoking/Possession of Tobacco Products:** (As governed by Widefield School District #3 policy). State law prohibits all tobacco use on school property.  -Electronic/vapor cigarettes will be categorized and treated as tobacco products according to school district policy. |  |
| **Student Conflict:** Any disagreement or failure to get along appropriately with others that becomes disruptive or potentially disruptive to the school environment. |  |
| **Tardies:** Tardiness occurs when a student is not in his or her assigned place when a class begins. Because of the disruptive nature of tardiness, the detrimental effect upon tardy students, and the rights of non-tardy students to uninterrupted learning; penalties will be imposed for excessive tardiness. **Tardiness exceeding ½ the class period will be considered an absence.**  **Excessive tardies: Multiple 4th and 5th tardies may result in more restrictive disciplinary actions.**  **Unexcused Tardies** include (but are not limited to) the following:  • missing the bus -Running late due to student or parent  • oversleeping  -Alarm clock didn’t go off. |  |
| **Theft/Possession of Stolen Property:** Stealing or possession of stolen property. |  |
| **Unauthorized Entry and Computer Access and/or Use:** Access privileges may be revoked and school disciplinary action may be taken if Internet and Computer Access privileges are abused. |  |
| **Unexcused Absences: I**nclude (but are not limited to):  •Oversleeping •Missing the bus •Oversleeping  •Truancy •Suspension •Fake notes/calls •“Skip” days •Leaving class early  •Parental failure to notify within 48 hours  •Babysitting/Childcare  A “habitual truant” is a student who has four unexcused absences from school in any one month or 10 unexcused absences during the school year. |  |
| **Unprepared for Class** Student are expected to be prepared for class; Infractions include, but are not limited to failing to bring materials to class. |  |
| **Verbal Altercation:** Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that may precipitate disruption of the school program or incite violence. |  |
| **Weapons Related:** Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. |  |
| **Willful Disobedience or Open and Persistent Defiance:** Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff. |  |
| **OTHER ACTS OR ITEMS THAT ARE DISRUPTIVE TO THE EDUCATIONAL PROCESS AND MAY RESULT IN DISCIPLINARY ACTION AND/OR TEMPORARY CONFISCATION ARE:**   * **Large sums of money - If it is necessary to bring a large sum of money to school, the student must check it in at the main office for the day.** * **Matches, lighters, and other potentially dangerous items** * **Large bags, other than backpacks are not to be taken into the classroom. They are to be left in lockers.** * **Voluntary surrender of prohibited items (excluding guns) will not result in disciplinary action provided they are turned in to school administration at start of day. Parents will be notified before item is returned to student.** |  |