



## **STANDARDS FOR STUDENT BEHAVIOR**

Students and parents should be aware that this Code of Conduct only describes the major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable. Possible consequences, if needed, will also be explained.

Students and parents should read and discuss this Code of Conduct carefully. This informational Code of Conduct should be kept at home for future reference. This basic code of conduct is designed to support and guide students. We hope it will provide students with a school that they are proud to attend and an atmosphere where they have freedom to learn.

# 1. AREAS OF CONCERN

## **AIDING OR ABETTING PHYSICAL INJURY**

Inciting or assisting in the infliction of physical injury.

## **DAMAGE/DESTRUCTION OF PROPERTY**

Destroying or mutilating property or materials belonging to the school, school personnel, or other persons.

## **DEFIANCE OF AUTHORITY/DISRUPTION OF SCHOOL ACTIVITIES**

Refusal to comply with reasonable requests of school personnel. Disrupting the daily routine of the school activities.

## **ELECTRONIC SIGNALING DEVICES**

Possession or use of any electronic signaling device (pagers/cell phones).

## **EXCESSIVE ABSENCES**

An accumulation of excused or unexcused absences.

## **EXPLOSIVE DEVICES**

The use, possession, or sale of explosive devices, including any type of fireworks.

## **EXTORTION, ROBBERY**

The solicitation of money, for something of value, from another person, in return for protection, or in connection with a threat to cause harm.

## **FIGHTING, ASSAULT**

Engaging in or threatening any act which causes or might cause harm to another person.

## **FIREARMS/DANGEROUS OBJECTS WEAPONS, REPLICAS, LASER POINTERS**

The possession or any object, which might be used to cause or threaten to cause bodily injury to another person.

## **FORGERY**

Writing and using the signature or initials of another person.

## **GAMBLING**

Participating in games of chance for the purpose of exchanging money or something of value.

## **INTIMIDATION, THREATS, SEXUAL HARASSMENT TERRORISTIC THREATS**

Threatening, harassing or intimidating others (including gang activity) or unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. This includes terroristic threats against school officials.

## **POSSESSION/SALE OF DRUGS, ALCOHOL, PARAPHERNALIA**

The use, possession or sale of drugs, narcotics or alcohol substances, or the selling of other controlled substances or their look-alikes.

## **PROFANITY, OBSCENE ACTS, VULGARITY**

Acts which are considered obscene or lewd.

## **TARDINESS**

Arriving late to school or class.

## **TOBACCO**

Possession or use of any tobacco products.

## **THEFT, POSSESSION OF STOLEN PROPERTY**

Taking or attempting to take property that doesn't belong to you, or possession of stolen property.

## **TRUANCY/UNEXCUSED ABSENCES**

Any absence not due to illness, medical or dental appointments, quarantine by the health department, or funeral services for the immediate family. Absences without parent note specifying above reasons.

# 2. DISCIPLINARY ACTIONS

Disciplinary actions will be taken when a student involves him/herself in one or more of the above problem areas. This includes when a student is at school or while on the way to or from school, at a school-sponsored event or school related activity. These actions may include one or more of the following:

## **INFORMAL CONFERENCE**

A school official (teacher, administrator or counselor) will talk to the student and discuss how the student should behave.

## **FORMAL CONFERENCE - PARENT CONTACT**

A formal conference is held between the student, parent, and one or more school officials. During this conference, plans will be made to correct his/her behavior. Parent(s) or guardian are contacted by telephone, personal contact, letter or certified letter.

A conference may also be conducted between the student, his/her parent(s) or guardian and appropriate school personnel.

## **REMOVAL FROM CLASS**

The student is removed from class, but remains at school during school hours or receives appropriate disciplinary action.

## **SUSPENSION FROM SCHOOL**

The student is informed that he/she is subject to suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or guardian is notified by telephone if possible, and a letter is mailed to the parent the next day. Notification to the parent(s) or legal guardian will include clear instructions regarding the suspension.

## **EXPULSION**

The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent or guardian is notified by telephone and letter that the student is subject to expulsion. Notification to the parent or guardian will include clear instructions regarding the due process procedure. The school district Superintendent or designee will meet with the parent or guardian and school officials to determine if expulsion of the pupil shall be recommended to the Board of Trustees. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed.

### 3. RELATIONSHIP BETWEEN AREA OF CONCERN AND DISCIPLINARY ACTION

The following chart indicates in general the types of disciplinary action that apply to each problem area. In each instance a minimum and a maximum action is suggested, as well as a suggested action for the first occurrence and one for repeated occurrences. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials would want to consider that record of that student's good behavior before any action is taken. If a student has continually been involved in problem areas, the disciplinary action would probably be the maximum action listed. Students should not feel they will automatically receive the maximum action. Factors such as the length of time since the last problem, attitude, and severity of the problem will be taken into account before any action is taken.

Students with serious discipline problems may be referred to the Hawthorne School District Discipline Committee by the school administrator.

<b>AREAS OF CONCERN</b>	<b>ACTION TO BE TAKEN</b>		
	<b>RANGE</b>	<b>FIRST OCCURRENCE</b>	<b>REPEATED OCURRENCES</b>
<b>Aiding or Abetting the infliction of injury.</b>	<b>Minimum</b>	<b>Formal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Suspension</b>	<b>Suspension</b>
<b>Damage/Destruction of Property (School/Personal)</b>	<b>Minimum</b>	<b>Formal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Restitution Suspension - Expulsion</b>	<b>Expulsion Police Report</b>
<b>Defiance of Authority Disrupting School Activities</b>	<b>Minimum</b>	<b>Informal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Suspension</b>	<b>Suspension/Expulsion</b>
<b>Electronic Signaling Devices (cell phones, Pagers, etc.)</b>	<b>Minimum</b>	<b>Informal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Suspension</b>	<b>Suspension</b>
<b>Excessive Absences</b>	<b>Minimum</b>	<b>Informal Conference</b>	<b>Detention/Community Svce Formal Conference (SART)</b>
	<b>Maximum</b>	<b>Police Report Formal Conference</b>	<b>Police Report SARB Referral</b>
<b>Explosive Devices Fireworks, etc.</b>	<b>Mandatory</b>	<b>Suspension &amp; Expulsion Recommendation</b>	<b>Police Report</b>
<b>Extortion, Robbery</b>	<b>Mandatory</b>	<b>Suspension &amp; Expulsion Recommendation</b>	<b>Expulsion Police Report</b>
<b>Fighting, Assault, or Physical Injury (attempted, threatened, caused)</b>	<b>Minimum</b>	<b>Suspension</b>	<b>Suspension &amp; Expulsion</b>
	<b>Maximum</b>	<b>Suspension &amp; Expulsion Recommendation, Police Report</b>	<b>Suspension &amp; Expulsion Recommendation, Police Report</b>
<b>Firearms/Dangerous Objects Weapons-Replicas</b>	<b>Mandatory</b>	<b>Suspension &amp; Expulsion Recommendation</b>	<b>Police Report</b>
<b>Forgery Gambling</b>	<b>Minimum</b>	<b>Detention Formal Conference</b>	<b>Detention Formal Conference</b>
	<b>Maximum</b>	<b>Suspension &amp; Expulsion Recommendation</b>	<b>Suspension &amp; Expulsion Recommendation</b>

<b>AREAS OF CONCERN</b>	<b>ACTION TO BE TAKEN</b>		
	<b>RANGE</b>	<b>FIRST OCCURRENCE</b>	<b>REPEATED OCURRENCES</b>
<b>Intimidation, Threats, Sexual Harassment/Assault Terrorist Threats</b>	<b>Minimum</b>	<b>Formal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Suspension/Expulsion Police Report</b>	<b>Suspension/Expulsion Police Report</b>
<b>Laser Pointers Possession/Use</b>	<b>Minimum</b>	<b>Police Report</b>	<b>Police Report</b>
	<b>Maximum</b>	<b>Conference/Suspension</b>	<b>Suspension/Expulsion</b>
<b>Possession/Sale of Drugs/ Alcohol or Paraphernalia</b>	<b>Mandatory</b>	<b>Suspension &amp; Expulsion Recommendation</b>	<b>Police Report</b>
<b>Profanity, Obscene Acts, Vulgarity</b>	<b>Minimum</b>	<b>Formal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Removal from Class Suspension</b>	<b>Suspension/Expulsion</b>
<b>Smoking Use/Possession of Tobacco</b>	<b>Minimum</b>	<b>Formal Conference</b>	<b>Suspension</b>
	<b>Maximum</b>	<b>Suspension/Expulsion</b>	<b>Expulsion</b>
<b>Theft, Possession of Stolen Property</b>	<b>Minimum</b>	<b>Formal Conference</b>	<b>Formal Conference</b>
	<b>Maximum</b>	<b>Restitution, Suspension Expulsion, Police Report</b>	<b>Suspension &amp; Expulsion Police Report</b>
<b>Tardiness, Truancy, Unexcused Absences</b>	<b>Minimum</b>	<b>Informal Conference</b>	<b>Detention/Community Svce Formal Conference (SART)</b>
	<b>Maximum</b>	<b>Police Report Formal Conference</b>	<b>Police Report SARB Referral</b>

## **4. YOUR RIGHTS - DUE PROCESS**

This pamphlet has explained the major disciplinary problem areas and the actions that will result for those students who cannot follow the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which student's parents or guardians must follow if they do not agree with the school's actions.

Hopefully, students will never be in situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given the due process procedures as described below. The following summary is only to acquaint students and parents with such procedures.

### **SUSPENSIONS AND EXPULSIONS**

The school principal has the right to suspend a student for a period of up to five days per incident. In cases of this type, an informal conference between the principal or his/her designee, the student and any other appropriate persons will be conducted. The principal will attempt to notify parents by telephone that this action is taken and will send a copy of the suspension notice by mail the next day. A formal conference will be scheduled between the parent, the pupil and the principal or his/her designee to discuss the action and plan for the pupil's return to school. The school principal has the right to recommend to the district superintendent that a student should be expelled (expulsion) from the district. In cases of this type, the hearing will be conducted before an administrative panel of the Hawthorne School District.

If a student has violated a school rule, and is subject to expulsion, both the student and his/her parent will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedure.