

HAMLIN MIDDLE AND HIGH SCHOOL

UNIFORM CODE OF BEHAVIOR

Discipline Handbook

2019-2020

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INTRODUCTION

Students are expected to read, understand, and follow this Uniform Code of Behavior. Both the expectations and the consequences are practiced at Hamlin School District. All consequences are subject to the discretion of the administration and may be adjusted according to extenuating circumstances.

Because it is not possible to list every inappropriate behavior that occurs, the administration and their designees reserve the right to administer alternative consequences to inappropriate behaviors not included in this code or adjust consequences as they deem appropriate.

DUE PROCESS

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

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

APPROPRIATE BEHAVIOR

The students of HHS are expected to:

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

INAPPROPRIATE BEHAVIOR

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

VIOLATIONS/CONSEQUENCES

CLASS ONE

1. **Classroom Disturbances & Violation of Classroom Rules or General School Rules:**

Behavior which distracts from the educational process or disrupts the learning environment or failure to comply with reasonable requests by staff including computer games.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Staff Intervention and Lunch Detention	5 Lunch Detention	Detention	One day in-school suspension

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Staff Intervention and Lunch Detention	Detentions	2 Detentions	One day in-school suspension

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
No penalty	Lunch detention	5 Lunch detentions	One day in-school suspension

CLASS TWO

1. **Computer Laptop Damage/*:** Damage to a computer laptop as a result of negligence or failing to follow Hamlin School District Student Tablet Handbook policies and requires repair by an authorized service technician. *Fees may apply.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office Intervention	Office intervention + suspended privileges for a minimum of 5 days	Detention + suspended privileges for a minimum of 10 days	Loss of home privileges (check in and check out daily)

2. **Computer Laptop Violation:** Prohibited activities as outlined in the Hamlin School District Student Tablet Handbook. Law enforcement officials may be contacted as appropriate.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office Intervention + Suspended Privileges For a Minimum of 5 Days	Office Intervention + Suspended Privileges 10 Days	Office Intervention + Suspended Privileges 20 Days	Office intervention + suspended privileges indefinitely

3. **Electronic Devices Violation:** Possessing, accessing, using, or sharing cell phones, pagers, or other electronic devices which are unnecessary for school purposes during the school day, including using cameras in bathrooms and locker rooms. Administration reserves the right to search and seize all electronic devices on school property or when held by a student during school hours or during school-sponsored activities. There is no assumption of privacy.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Loss of Electronic Device for 5 school days – Turn in to Principal at the start of the day	Loss of Electronic Device for 10 school days – Turn in to Principal at the start of the day	Loss of Electronic Device for 15 school days – Turn in to Principal at the start of the day	1 day of ISS and Loss of Electronic Device for the remainder of the school year - Turn in to Principal at the start of the day

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
2 detentions	1 Day of ISS	2 Day ISS	3 Day ISS

5. **Falsifying Information:** Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence, falsely using another student's ID, or other activities which are intentionally deceitful.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office intervention and detention	1 Day of ISS	2 Day ISS	3 Day ISS + administrative hearing

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office intervention and detention	2 detentions	1 Day ISS	3 Day ISS + administrative hearing

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Detention	1 Day of ISS	3 Day ISS	Long-term suspension + administrative hearing

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office intervention + detention + clean up	Office Intervention + 2 Detentions + Cleanup	1 day ISS + After Hours Cleanup	3 days ISS + Administrative Hearing + After Hours Cleanup

9. **Cheating/Plagiarism:** The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or authors work, without giving credit, and copyright infringements are included. Allowing another student to copy your work is considered cheating. In all instances of cheating or plagiarism, **NO CREDIT WILL BE ALLOWED.**

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office intervention + parental contact + detention	Office Intervention + Parental Contact + 1 day of ISS	3 days ISS + Administrative Hearing	Behavior Contract + OSS

CLASS THREE

1. **Bullying/Instigating:** Teasing, taunting, coercive behavior, humiliation, or similar conduct that occurs repeatedly over time and constitutes interference with an individual's rights or school purposes. This includes agitating a situation that may cause or escalate a conflict between others.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office intervention + parental contact + detention	1 Day ISS + Counseling Referral + Parental Contact	3 days ISS + Administrative Hearing + Law Enforcement Referral	Behavior Contract + OSS + Law Enforcement Referral

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office intervention + detention	1 Day ISS	1 Day ISS + Counseling	3 Days ISS + Administrative Hearing

3. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office Intervention + Detention + Parental Contact	1 Day ISS + Counseling Referral	3 days ISS + Administrative Hearing + Law Enforcement Referral	Behavior Contract + OSS + Law Enforcement Referral

4. **Skipping/Truancy:** The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers or remaining in the building unsupervised.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
1 Detention + Zeroes for Unexcused Periods	1 Detention for Each Period + Counseling Referral	1 day ISS + Counseling Referral	3 Days ISS	Long Term Suspension + Administrative Hearing

5. **Threats:** Physical, verbal, or written action which immediately creates fear of harm without physical attack.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Office Intervention + Detention + Parental Contact	1 Day ISS + Counseling Referral	3 days ISS + Administrative Hearing + Law Enforcement Referral	Behavior Contract + OSS + Law Enforcement Referral

CLASS FOUR

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1-5 Days ISS + Possible Referral to Law Enforcement + Counseling Referral	5-10 Days ISS + Referral to Law Enforcement	OSS + Referral to Law Enforcement	Recommended Expulsion

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1-5 Days ISS + Possible Referral to Law Enforcement	2Days ISS + Referral to Law Enforcement + Counseling referral	3 days ISS + Referral to Law Enforcement + Parent contact	Recommended Expulsion

3. **Tobacco Possession or Use:** Using, possessing, selling, or dispensing, tobacco on school property or at a school-sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
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3 Days ISS + Referral to Law Enforcement	5 Days ISS + Referral to Law Enforcement	OSS + Referral to Law Enforcement + Chemical Dependency Assessment	Recommended Expulsion
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4. **Vandalism:** Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school or a student's computer program, files, or systems.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1 Day ISS, Referral to Law Enforcement, & Restitution	2 Days ISS, Referral to Law Enforcement, & Restitution	OSS & Referral to Law Enforcement & Restitution	Recommended Expulsion & Referral to Law Enforcement & Restitution

CLASS FIVE

1. **Battery:** Physical attack; intentional striking and causing bodily harm of another person against his or her will.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
3 Days OSS + Referral to Law Enforcement + Counseling Referral	5 Days OSS + Referral to Law Enforcement + Counseling Referral	10 Days OSS + Referral to Law Enforcement + Counseling Referral	Long Term Suspension or Recommended Expulsion

2. **Fighting:** Mutual participation in an incident involving physical violence that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1-5 Days ISS, Possible Referral to Law Enforcement + Counseling Referral	1-3 Days OSS + Referral to Law Enforcement + Counseling Referral	5-10 Days OSS + Referral to Law Enforcement + Counseling Referral	Long Term Suspension or Recommended Expulsion

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1-2 Day Out-of-School Suspension + Counseling Referral	2-3 Days OSS + Counseling Referral	3-5 Days OSS + Referral to Law Enforcement + Counseling Referral	Long Term Suspension

CLASS SIX

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Referral to Law Enforcement & long-term suspension or recommended expulsion from school. Long Term Suspension may be reduced to 3 days if the student and parents participate in a substance abuse evaluation and agree to follow the recommendations of the evaluation.			

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Referral to Law Enforcement & Long Term Suspension or recommended expulsion from school. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal and superintendent.			

3. **Computer Network Violation:** Prohibited activities as outlined in the User Terms and Conditions in the Student Computer Handbook.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School. Loss of Technology Resources for one school year. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal.			

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal and superintendent.			

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the principal and superintendent.			

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

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Referral to Law Enforcement & Long Term Suspension or Recommended Expulsion from School. Long Term Suspension may be reduced to 5-7 days of out-of-school suspension at the discretion of the superintendent.			

EXPLANATION OF TERMS/CONSEQUENCES

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

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

1. **Administrative Hearing:** Formal meeting involving principal, parents, and student to discuss behavior plan, alternative consequences or recommendation for long term suspension due to frequent and regular inappropriate behaviors.
2. **Behavior Contract:** A document outlining appropriate behavior and consequences that will be enforced for inappropriate behavior. Contracts will progress from minor consequences (detention) to those more severe (removal from class). Contracts will be written by the teacher, student, and principal and discussed during parent/guardian conferences.
3. **Counseling Referral:** A mandatory counseling meeting between the student and the counselor to discuss problems relating to attendance, harassment, profanity, insubordination, violence, or drugs. Suspension from school may continue until the student agrees to meet with a counselor or further consequences will be imposed.
4. **Detention:** Detention is time spent with a teacher or principal either before the start of the school day (7:50-8:20) or after the close of the school day (3:30-4:00) for the purpose of addressing inappropriate behaviors and ways to resolve differences. Detention must be served when assigned---not when it is convenient. Students are given the opportunity to schedule the detention the same day or the following day. Students failing to serve detention when assigned will be subject to further disciplinary action.
5. **Expulsion:** Denial of a student's membership in school by the Board of Education for a period of time not to exceed one year. If inappropriate behavior is repeated, despite the efforts of teachers, counselors, administrators and parents to support changes in behavior, the student may subject himself/herself to expulsion by the Board of Education. Expulsion will be recommended for a Class 6 Offense of the Uniform Code of Behavior.
6. **Fines or Restitution:** Returning to the school or private persons that which has been stolen or damaged; also, making good for the loss or damage; reimbursement; fees for janitorial services.
7. **In-School Suspension (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in the ISS room or designated area. A student's semester grade will be reduced by one percent for each period assigned to ISS. Students will accumulate a day of absence for each period of ISS assigned. Students will be required to take semester exams if they are placed in ISS for any reason.
8. **Long Term Suspension (LTS):** Temporary denial to a student by the superintendent of participation in school and school activities for 10 or more days but not to exceed 90 days. Suspension will be served out of school, and students will receive NO CREDIT for courses

while serving LTS. Students will accumulate a day of unexcused absence in each class for every day assigned to LTS.

9. **Lunch Detention:** Time spent with a teacher or principal during their lunch period and isolated from their classmates. Detention must be served when assigned---not when it is convenient. Students failing to serve detention when assigned will be subject to further disciplinary action.
10. **Out-Of-School Suspension (OSS):** Temporary denial to a student by the principal or assistant principal of participation in all classes and school activities. Suspension will be served out of school. A student's semester grade will be reduced by one percent for each period assigned to OSS. Students will accumulate a day of absence in each class for every day assigned to OSS. Students will be required to take semester exams if they are placed in OSS for any reason.
11. **Parent/Guardian Conference:** A school administrator or teacher will either call or send written notification of disciplinary infractions. Conferences may require the parents/guardians to come to school to visit with administrators, teachers, or counselors. It is recommended/required that a parent/guardian conference be held before readmitting a student to school following an Out-of-School Suspension.
12. **Referral to Law Enforcement:** A consequence for all offenses listed in the Uniform Code of Behavior which break any civil law or the consequences of which pose a threat to the student or others and are not in the best interest of the school.
13. **Removal from Class:** Permanent denial to a student by the principal and superintendent of participation and credit for a class. Removal may result from terms of a behavior contract, skipping, or excessive absences within a semester as outlined in the attendance policy.
14. **Restricted or Suspended Privileges:** The temporary loss or denial of privileges by a principal or teacher. Privileges such as hall passes, senior privileges, access to the library or computer lab, use of laptop computers, open-campus lunch and open-campus study hall are included.
15. **Student Conference:** Conference between the principal and a student for the purpose of discussing patterns of inappropriate behaviors. A student conference may be held to collect information and issue consequences.

16. **Suspended Computer Privileges:** Loss of the use of the student laptop. The tablet will be turned in to the office until completion of the suspension. Depending on the severity of the infraction and the academic needs of the student, the principal may allow the use of a desktop during the suspension provided the student is directly supervised by a staff member.
17. **Substance Abuse Evaluation:** An evaluation administered by a drug/alcohol counselor in the school district or outside agency to determine a plan of action for drug counseling, rehabilitation, or other recommendation.