

Dear Student,

Welcome to High Hills Elementary School "A School That Works!" We have planned an exciting year of learning for you and we are so glad you are here!

As a student, you have a very important role this year in maintaining the ideals for which your school stands. I encourage you to take pride in your school and to work hard to learn as much as you can each day.

This calendar/handbook contains information to help make your school year a successful one. Please read it and review it with your parents. Keep the calendar/handbook in a safe place so that you will have the information you need during the school year.

Have a wonderful year!

Your Panther Principal,

*Mary Kay Norton*



## **Mission Statement for High Hills Elementary School**

The mission of High Hills Elementary School is to provide each student with a quality education by developing academic and social skills in a safe environment.

School Colors: Yellow and Black

School Motto: "A School That Works"

School Mascot: Panther

## **Special Features and Programs**

Science and Math Fair

Chorus

Parent Center

Clubs

Panther Plaudit

Welcoming Committee

Birthday Recognition

Parent Workshops

Student Council

School Safety Patrol

Teacher Teams

Monthly Newsletter

One-to-Global Technology

Read your way to the "Big Game"

Student-led announcements

School Incentive Program for

Attendance and Discipline

Positive Academic & Behavior Recognition



*2017-2018* Teacher of the Year: *Desirae Lowery*

## *The Panther Pledge*

*Today, I pledge to treat everyone with respect, stay on task, show orderly conduct in all I do, take care of school property and the property of others because I've got that Panther Pride!*



### **HIGH HILLS SCHOOL SONG “HIGH HILLS SPIRIT”**

It's a mighty school, where the Panthers rule;  
Where the children learn everyday;  
It's a tribute to the school we love,  
Where the Panthers run and play.

Every spirit runs high under Yellow and Black  
Where the effort is always high!  
To our High Hills school we pledge our youth,  
Here's to you with love and pride!

To our High Hills school we pledge our youth,  
Here's to you with love and pride!



*Composed and written by fifth grade students in Mrs. Patricia Varner's class as a joint project. Sung to the tune of "You're a Grand Old Flag" by George M. Cohen. (1996)*

## **ARRIVAL**

Students are escorted to class at 7:30 a.m. Students are marked tardy if they arrive after 7:40 a.m. For those students who ride with parents or walk, we ask that they arrive no earlier than **7:00** a.m. when adult supervision is provided. **Please drop your child off inside the school gate by following the traffic flow. Students must be dropped off in the designated area. Please do not drop students off in the school parking lot. This is for your child's safety. Please do not drop students off on Frierson Road.**

## **ATTENDANCE**

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Regular attendance is essential to success in school. Please remember that a written note explaining the absence is required after a student has been absent. A doctor's excuse is required after three consecutive days absent. State attendance laws require students to have no more than ten (10) unexcused absences for promotion to the next grade.

## **BICYCLES**

Children who have been taught bicycle safety rules by their parents may ride bicycles to school. They should lock the bicycle to the rack each day as the school will not assume responsibility for stolen bicycles.

## **BREAKFAST/LUNCH PROGRAM**

Our school provides nourishing, well-balanced meals daily. Students are welcome to bring a cold lunch from home. Breakfast and lunch is free to all HHES students. The cost for an adult breakfast is \$2.25 and a hot lunch is \$3.75. Parents are welcome to have lunch with us at school. Each student has a lunch account number, or PIN number. Parents or students deposit money in the account, this money can be used for additional purchases. Money or checks must be received by 9:00 a.m. Extra milk is available for \$.40. Breakfast juice is \$.35; lunch juice is \$ .50. Lunch menus are published on a monthly basis and are posted on the school's website. Students are allowed to bring a lunch from home, due to Act 102, the Student Health and Fitness Act of 2005. Parents are prohibited from bringing in outside foods from restaurants in the school cafeteria.



## **BUS CONDUCT**

To ensure the safe transportation of our students, your cooperation is very much needed and appreciated. Please review the following rules and regulations with your child/children.

1. Do not stand or play in roadway while waiting for the bus.
2. Do not run alongside a moving bus.
3. Upon entering the bus take your seat immediately.
4. Keep arms, elbows, and head inside the bus at all times.
5. Do not throw paper and/or any other object(s) on the floor of the bus or out of the window.
6. Never tamper with the emergency door.
7. Do not stand up, change seats, or move around while bus is in motion.
8. Remain seated until the bus has come to a complete stop and exit the bus at the direction of the bus driver.
9. Do not eat or drink on the bus.
10. Obey the driver at all times.
11. Be absolutely quiet when the bus is approaching and stopped at railroad crossings.





### **CAFETERIA RULES**

1. Do not enter the cafeteria without a teacher.
2. Do not run or push ahead in line.
3. Remain seated until your teacher dismisses you. You may not return to the lunch line once you are seated.
4. Use only your “inside” voices.
5. Return trays, one at a time.
6. Tell your teacher about things you drop or spill.
7. Do not exchange any food or drink with other students.

### **CLASSROOM RULES:**

Review your child’s Teacher’s Classroom Management Plan posted on the school website.

### **CONFERENCES**

Both parents and teachers have the privilege of requesting a conference whenever either feels one is necessary. Parents may make such a request by writing a note to the teacher, calling the school office and leaving a message for the teacher, or directly through the mode of contact set up by the teacher. If you wish to confer with the school principal, please call the school office for an appointment.

### **DISMISSAL**

Students are dismissed at 2:15 p.m. Bus students board their buses at the bus loading area (Cafeteria side). Walkers and Bike Riders exit out of the front or the back and are escorted. Students being picked up by parents are to be picked up at the designated pick up area at the front of the building. **Afternoon pick up for car riders ends at 2:45 p.m.**

### **EARLY DISMISSAL**

We encourage you to try and schedule your child’s doctor and dental appointments around school hours. If this is not possible, you must come to the attendance office to check your child out. For your child’s safety, the teacher will not release a child to anyone. Children must be signed out in the attendance office. Students will not be recognized for perfect attendance if they are tardy, leave early, and or leave and return during school hours.



## **GRADING SCALE**

The grading is as follows:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

Elementary School Grade Weight:

Major 40%

Minor 60%

Visual and Performing Arts, Health and Safety and  
Physical Education:

O=Outstanding

S=Satisfactory

N=Needs Improvement

## **GUIDANCE**

We have a full-time guidance counselor available daily to listen and talk with students and parents about school, family, friends, him/herself, etc. A student may visit the guidance office when invited by the counselor, when he/she asks to visit the office, or when sent by the teacher. Parents may make an appointment by calling the school. Our counselor also conducts classroom guidance lessons for all students.

If you are concerned about your child's progress in school, please use the following guidelines for getting your questions answered. Contact your child's teacher. If you still have questions, contact Ms. Talps our School Counselor. If your concerns are still not addressed, please contact Dr. Comerford our Instructional Coach. If all of these steps have not resolved the issue or concerns, please make an appointment or call administration.

## **HEALTH ROOM**

The health room operates daily to give on-site care to injured or ill children. The health room is staffed with a nurse and qualified school staff. If your child becomes seriously ill or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. We cannot keep seriously ill children at school. Students with a fever must be sent home and cannot return until fever free for 24 hours.

## **HOMEWORK**

The purpose of homework is to reinforce instruction that has been given in the classroom. Parents are asked to look over their child(ren)'s homework each evening and check the school's website for the Week-at-a-Glance link to see what your child is learning. This will assure that parents are actively involved in their children's education. We know that parental interest and involvement will help the entire program to be more successful. It will let your children know YOU care!

## **INSTRUCTIONAL DAY**

You can expect your child to spend about one and one-half hours in language arts instruction, one hour in mathematics, one-half to one hour in science and social studies. Students also attend special classes in music, PE, art, library, and computer lab. Our guidance counselor also visits the students to do classroom guidance activities.

## **LOST AND FOUND**

Please label your child's protective clothing. A lost and found is located on the 4<sup>th</sup> grade hall near the custodial office. If the clothing is properly labeled, we can immediately return it to the student.

## **MEDICINE**

**Students who need to take medication at school, including over-the-counter medications, must have the appropriate form signed by the physician and parents before the medication can be brought to school. Parents must bring in the medication. Students are not permitted to do this.** Forms are available in the school office. This form must include a written order from a medical doctor telling the name of the drug, dosage, and the time interval the medication is to be taken.

## **MONTHLY BIRTHDAY PARTIES/HOLIDAY PARTIES**

Student birthdays are celebrated by having their name announced during the morning announcements. Students will be presented with a birthday surprise from the counselor. Birthday parties for individual students are not permitted. Holiday parties are coordinated by the teacher for fall and winter events, parents must be on the approved volunteer list to attend fall and winter events in the classroom and siblings are not permitted.



## **MOVING? CHANGING JOBS?**

If you move from your home, change your telephone number, or change your place of employment, you need to call the guidance office and have the information updated. The school must always have current information about where parents can be reached for emergencies. If your child will be withdrawing from our school to attend school elsewhere, the student will need to be officially withdrawn through our attendance office so we can forward the appropriate documents in a timely manner to the new school.

## **PARENT NOTIFICATION**

Sumter School District implemented a parent notification system to deliver pertinent information concerning your child. An announcement will be made by the school to update you on upcoming events the school may have. This notification service is delivered based on an authorized phone number, please keep the information current.



## **PARKING**

Parking on school grounds is limited. If you must enter the school, you may park in the visitors' spaces in the front of the school or any vacant spaces in the parking lot. Parking is NOT permitted along Frierson Road.

## **PERFECT ATTENDANCE POLICY FOR ELEMENTARY SCHOOLS**

Students must be in attendance for the entire attendance day to receive a perfect attendance award. This means that “**no**” instructional time can be missed. Therefore, tardies to class and early parent pick-up will count against a student receiving a perfect attendance award.

## **PLAYGROUND RULES**

1. Watch and listen for your teacher.
2. Stay away from these areas:
  - a. the spaces between the sidewalk and building
  - b. the sheds
  - c. all areas by the fences
  - d. bushes that grow under trees
  - e. the tree with the big roots



## **PROMOTION AND RETENTION**

In addition to meeting the state attendance requirement (10 or less unexcused absences), students must meet the minimum standards for his/her assigned grade before being considered for promotion. Mastery of appropriate reading levels and mathematic skills as well as a yearly passing average in subject areas are necessary for promotion. For detailed information, please see Board Policy IKE-R.

## **PROMOTION PROCEDURES**

We believe each student will be provided maximum opportunities to achieve at least on grade-level competency in reading, mathematics, science and social studies.

The curriculum will enable all students to make continuous progress at each grade level. When the retention of a student is necessary, the decision will be made on the basis of achievement and grade-level competency as measured by state identified tests, attendance record and judgment of educators.

The philosophy of this policy applies to all students who are in the regular school program. Students functioning in the special education programs are governed by their Individual Education Plans (IEP). This policy will be administered fairly, equitably and consistently in the schools. The policy will establish on grade-level mastery of skills as mandated by the state board of education and as identified in the South Carolina standards. For detailed information please see Board Policy AR-IKE-R





## **REPORT CARDS/INTERIMS/PROGRESS REPORTS**

Report cards go home four times annually at the end of each nine-week grading period. Dates are given on the annual calendar. Interim reports go home midway during each nine-week period. Progress reports go home every 2 1/4 weeks after interims. These dates are marked on your calendar.

## **ROLLING BOOK BAGS**

Students using rolling book bags should use only standard sized book bags with rollers. A standard measure book bag according to transportation regulations must fit in students' laps when riding buses. Students should use only rolling book bags that can fit comfortably on their laps. The rule of thumb is that only the standard sized book bags with or without rollers should come to school with the students. Larger bags pose a hazard in halls and classrooms as well as violate transportation regulations.

Students should not bring standard or oversized rolling suitcases to school. These are the oversized bags that do not fit well in the students' laps or under the desks.

## **TARDIES**

Any student who arrives after 7:40 a.m. is tardy. Students entering school after 7:40 a.m. must go to the Attendance Office for a late pass. Please ensure that your child is present and on time for school. He/she cannot learn if they are not here.

## **TEACHER/CLASS REQUESTS**

As always, our primary concern is making sure we meet the needs of all students in the most effective ways possible. While we do not accept teacher requests by name, for either the teacher you would or would not like your child to have, we will accept information regarding your child's specific needs. If interested, please schedule a conference with the Principal to share information about your child's strengths and needs, as well as characteristics of the teacher and/or classroom environment that you feel will help your child succeed. We are very proud of our teaching staff at High Hills Elementary and we know that, just like the students, they have different strengths. The administrators, guidance counselor and classroom teachers will work together to place children where we feel they will be most successful. Your input is valued as we work through this process. HHES will not assign siblings to the same homeroom class however; accommodations will be made to put siblings in the same grade level on the same team.

## **TEXTBOOKS**

All basic texts are loaned to students or kept as class sets to be used for instruction. They are to be kept clean and should be handled carefully. Students are required to pay for lost or damaged books that are assigned to them. Lost or severely damaged books must be paid for before a replacement can be issued. Students will be charged FULL PRICE for any lost textbooks.

## **TOYS**

Students are not permitted to bring toys to school for any reason. The school will not be responsible for toys that are brought to school in violation of this rule. This includes spinners, if they are deemed medically necessary please provide the school with a Doctors' note.

## **TRAFFIC**

School traffic flows by making a left turn into the school driveway from Frierson Road. Proceed through the parking lot to the designated area to drop your child off. Traffic on Frierson Road can become quite congested at times. We ask that you save time and conserve energy by walking, when possible. Access to the school is located on Highway 441 and/or Frierson Road. Gates are open 6:30a.m. - 4:30 p.m. Parents are not permitted to access the school by way of Shaw Air Force Base.

## **TRANSPORTATION CHANGES**

Due to "Jacobs Law" a "Request for Origin of Destination Change for School Bus Transportation" must be completed if your child will be picked up or dropped off at a destination other than the original point of transport. These forms can be obtained from the school or the bus office and must be notarized and approved before any changes can occur. State law mandates that students who live less than 1.5 miles from their school are considered "walkers" and are not eligible for bus service. If you have any questions please contact the transportation department at 499-3422

## **USE OF TELEPHONE**

The school telephone is for emergency use only. **Your child may not be called out of class to accept calls.** Children will contact parents in case of an emergency i.e., lack of necessary instructional items, or as instructed by the teacher or administration.

## **VISITORS**

Parents are welcome to visit our school at any time. However, for the protection of the children and to assure that teachers **are not interrupted from teaching**, you must use the front door when entering the school. You will be buzzed in through our SAFE Schools security system. Come to the school office, sign-in and get a visitor's pass before going to any classroom. **This is for the safety of all of our children.**

## **VOLUNTEERS**

An orientation is held in September for volunteers. Our goal is to use the talents, skills and dedication of parents and community members to assist us in meeting the needs of our students. Volunteers are always needed and welcome to assist teachers, read to students and participate in special projects, such as team building day. Keep in mind siblings of students at High Hills are not allowed to participate in school activities or accompany you as a volunteer. If you are interested in volunteering, please complete a volunteer packet. WE NEED YOU!

## **Sumter School District Policy JICA Student Dress**

Issued 5/11

Purpose: To establish the basic structure for determining appropriate dress standards for students.

Students will dress and groom in a clean and neat manner which does not distract or interfere with the operation of the school. Student attire should not be destructive to school property or be immodest or revealing and should comply with requirements for health and safety. Clothing that will cause or is likely to cause disruption of the learning process of others may not be worn.

The following are not to be worn by students.

- hats, bandannas, scarves, gloves, shower caps, hair combs, picks, curlers or hairnets and sweatbands, or any other unauthorized head covering
- sunglasses or goggles (inside building), except prescription sunglasses upon medical orders
- cut-off clothing unless it is cuffed or hemmed
- gang-related colors, jewelry or insignia
- gym shorts, fishnet shirts or blouses, tank tops, halters, cut or torn clothing, tube tops, t-strap tops, tops which show the abdomen, midriff or inner arm pit areas; see-through garments or underwear worn as outer clothing (proper under garments will be worn at all times)
- footies, pajamas, house shoes or bedroom slippers (students must wear appropriate footwear at all times; shoes will be worn for safety and health reasons; no person should be barefoot at school; shoes, sneakers, boots, etc., must be laced up and tied)

- lycra or spandex clothing or any excessively tight clothing (leggings may be worn under shorts or dresses provided that the shorts or dresses meet the length standards)
- any clothing or accessories with profanity or distasteful depictions; advertising for drugs, beer or tobacco companies; or “political statements” advocating violation of law
- any attire deemed by the administration to be unsuitable or disruptive to the educational or cultural climate of the school

Hats and gloves may be worn to school, but not inside the school building.

Shorts, short skirts, skorts, etc., must be no shorter than three inches above the knee.

Boxer shorts may not be worn as outside clothing. Biker shorts, spandex shorts and umbro shorts may not be worn.

Jeans or pants with holes may be worn only when the holes are not deemed indecent.

No sagging pants, shorts, skirts, etc. are allowed. These items should be worn above the hip.

Belts must be kept buckled. Suspenders or overall straps must be hooked and kept on shoulders.

All clothing must be sized appropriately. Clothing must be decent, clean and properly worn at all times. Shirts (male or female) must be tucked in. This includes t-shirts and garments worn as undershirts or over shirts. Mid-length blouses that are made to be worn out and do not otherwise violate the dress code are legal. Having shirt tails tucked in is a safety and security issue. Administrators reserve the right to have students tuck in shirts upon request and wear belts at the waist if clothing appears to be inappropriately sized.

Staff members have the authority to confiscate inappropriate items such as hats or sunglasses worn in the building. These items will be held by the school and the school is not responsible if the items are damaged, stolen or lost.

Any student found to be in violation of the dress code will be required to report to the office to call someone to bring an appropriate change of clothes and/or to receive disciplinary action.

### Uniforms

Schools that decide or are mandated (Furman, Ebenezer and Hillcrest Middle Schools) to participate in the school uniform program will follow the guidelines set out in administrative rule [JICA -R](#).

Adopted 5/23/11

## Policy JICDA Code Of Conduct

Legal references:

S.C. Code, 1976, as amended:

[Section 59-19-90\(3\)](#) - Authority to regulate student conduct.

Issued 5/12

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule [JICDA-R](#), the board and the administration offer a list of offenses along with the required or recommended dispositions, along with potential interventions for the information of students, parents/legal guardians and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places.

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route from the bus stop to and from school and back to the bus stop on a school bus or other school vehicle

Adopted 5/23/11; Revised 5/14/12

Legal references:

S.C. Code of Laws, 1976, as amended:

[Section 59-19-90](#) - General powers and duties of school trustees.

[Sections 59-63-210](#) through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

[Section 59-67-240](#) - Other duties of bus driver; discipline of students for misconduct.

[Section 59-63-280](#) - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

[Section 16-3-1040](#) - Threatening the life, person or family of a public official.

State Board of Education Regulations:

[R-43-279](#) - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

## **AR JICDA-R Code Of Conduct**

Issued 6/15

It is the opinion of the board that acceptable student behavior, including the following criteria, is to be expected from all students.

- respect to peers, faculty and staff exhibited through actions and speech
- pride in personal and school property exhibited by taking care of the physical building and respecting the property rights of others
- desire and effort toward educational achievement are to be priorities as exhibited by following teacher/staff direction; reporting to class promptly and consistently; and being prepared to work without interfering with instruction
- obedience to all laws, discipline code, rules and community norms

The board believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, this definitive code on student discipline was developed with the assistance of parents/legal guardians, students and administrators from Sumter School District.

This code will be in effect at bus stops, en route to and from school or school activities, on school buses or in any other school vehicles, on school grounds, at school and all school-sponsored activities, both on and off campus and any time or any place where the conduct has a direct and immediate effect on maintaining order and discipline in the district schools, buildings, or grounds.

Copies of this code, or a summary thereof, will be transmitted at the beginning of the school year to the parents/legal guardians of each student attending schools in the district. School staff, students and bus drivers will be trained in this discipline system each year.

Students in grades Pre-K through 12 will participate in code of conduct instructional sessions. Teachers and students will document that instruction has occurred. After instruction has been completed, principals will sign and submit an attestation form to the discipline office.

Each school will provide intervention strategies that address or redirect maladaptive behaviors.

### **Student conduct away from school grounds or school activities**

The board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the district. When assessing the impact of out-of-school behavior on a school, the administrator will take into consideration the seriousness of the alleged out-of-district offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-district behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference.

In the event the student is arrested or incarcerated based on his/her out-of-district conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee will take appropriate action, which may include, but is not limited to, one or more of the following.

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, e.g., clubs, study halls, pep rallies, student government, etc.
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative program
- recommending expulsion but allowing access to virtual school programs through the district's alternative school - these students are only allowed on campus for exams that require a proctor in a virtual school accessed through the district's alternative program, and students not able to successfully enroll will be expelled for the remainder of the school year



- recommending expulsion of the student for the remainder of the year

The disciplinary action must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment, safety or general welfare of other students, faculty, staff and/or administrators.

*Note regarding special education students: Administrators must ensure that all procedural safeguards afforded to special education students are also implemented in such circumstances.*

### **Level of offenses**

Listed below are the four discipline categories for offenses with Category I as the least serious offenses and Category IV as the most serious offenses. Each category also has a listing of corresponding administrative actions.

#### **Discipline - Category I offenses**

- bus violation (refer to the transportation policy)
- detention violation
- excessive noise
- inappropriate affection
- inappropriate language
- inappropriate materials
- littering
- violation of class rules
- other offenses (minor)

#### Category I actions

Violations in this category may result in, but not exceed, the following administrative actions.

##### Grades Pre-K through five

- 1st - 3rd offense - parent/legal guardian notification/conference
- 4th offense - school counselor referral
- 5th - 10th offense - one to three class days out-of-school suspension

##### Grades six through 12

- 1st - 3rd offense - administrative detention and third offense school counselor referral
- 4th offense - in-school suspension and parent/legal guardian conference

- 5th offense - one to five class days out-of-school suspension

**Discipline - Category II offenses**

- aiding others in inappropriate behavior
- cheating
- confrontation/altercation
- cutting an activity
- cutting class
- cutting school
- dishonesty
- disrupting class
- dress code violation
- driving violation
- failure to comply with disciplinary action
- gambling
- horseplay
- ID violation
- inappropriate affection
- larceny/theft
- leaving class
- loitering
- obscene gesture
- off limits in a restricted area
- profanity
- refusal to obey/defiant
- running
- tardy
- throwing objects
- tobacco
- unauthorized use or possession of an electronic device
- vandalism
- other offenses (minor)

Category II actions

Violations in this category may result in, but not exceed, the following administrative actions.

Grades Pre-K through five

- 1st offense - warning conference or administrative detention
- 2nd offense - administrative detention and school counselor referral
- 3rd offense - administrative detention and parent/legal guardian conference
- 4th offense - one to three class days out-of-school suspension
- 5th offense - three to five class days out-of-school suspension
- 6th offense - five to seven class days out-of-school suspension
- 7th offense - recommendation for expulsion

Grades six through 12

- 1st offense - warning conference or in-school suspension
- 2nd offense - in-school suspension and school counselor referral
- 3rd offense - one to three class days out-of-school suspension and parent/legal guardian conference
- 4th offense - three to five class days out-of-school suspension
- 5th offense - five to seven class days out-of-school suspension
- 6th offense - recommendation for expulsion

### **Discipline - Category III offenses**

- biting/pinching/spitting
- bullying\*
- computer violation
- contraband
- cyberbullying\*
- fighting\*
- fireworks
- forgery
- gang activity\*
- harassment\*
- hitting/kicking/pushing
- inappropriate physical contact
- intimidation\*
- larceny/theft
- leaving school
- loitering
- major disruption
- obscene gesture
- profanity
- property misuse
- refusal to obey/defiant
- simple assault\*
- issuing threats
- trespassing
- vandalism
- other minor infractions

### Category III actions

Violations in this category may result in, but not exceed, the following administrative actions.

#### Grades Pre-K through 12

- 1st offense - one to five class days out-of-school suspension and school counselor referral
- 2nd offense - three to five class days out-of-school suspension and parent/legal guardian conference
- 3rd offense - five to seven class days out-of-school suspension

- 4th offense - recommendation for expulsion

The following aggressive offenses: \*bullying, cyberbullying, fighting, gang activity, harassment, intimidation, and simple assault and any combination of these seven offenses **may** result in a recommendation for expulsion with the second offense.

#### **Discipline - Category IV offenses (most serious offenses)**

- aggravated assault
- alcohol/liquor law violation
- arson
- bomb threat
- bribery
- burglary
- computer violation
- contraband
- contract violation
- disturbing school
- drug distribution
- drug possession
- drug usage
- embezzlement
- extortion
- fire alarm
- fireworks
- forced sexual offense
- fraud
- gang activity
- harassment
- homicide
- indecent exposure
- intimidation
- kidnapping/abduction
- non-forcible sexual offense
- pornography
- prostitution
- robbery
- sexual harassment
- sex violation
- simple assault
- issuing threats
- vehicle theft
- weapons (refer to Policy [JICI](#))
- other offenses (serious)

Category IV  
actions

Offenses in this category require a suspension and an administrative hearing that may result in expulsion from school. Decisions will be based upon the maturity level and age of the student.

Grades Pre-K through 12

- referral to the hearing officer
- suspension until the hearing before the hearing officer which shall take place within 15 days of the written notification at a time and place designated by the hearing board

See administration actions addendum

Students with identified disabilities - notify school psychologist; see discipline for students with identified disabilities addendum

**Administrative actions - Categories I-IV**

The board of education and its administration will treat all students with fairness during the resolution of disciplinary matters. Administrative actions may vary based upon the seriousness of behavior and developmental age of the student. The board directs the administration to adhere to due process requirements when making decisions directly affecting students' protected rights under federal and state law in accordance with Policy [JIA](#) (Students' Due Process Rights). Actions may range from in-school suspension to permanent expulsion.

Administrator must do the following.

- give rudimentary hearing
  - oral notice of charges to student
  - explanation of evidence against student
  - student given opportunity to tell his/her version

- require notification to parent/legal guardian
- require payment for damages, if applicable
- make referral to school counselor or counseling program (required for Category I, Category II, and Category III offenses)
- consider a possible referral to outside agency, as required
- consider a possible referral to law enforcement agency
- require the student to make up class work missed while on suspension in accordance with the district's make-up policy
- require conference with parent/legal guardian when student's behavior results in suspension
- inform the parent/legal guardian that the hearing officer will conduct hearings in accordance with state law and in compliance with board policies ([JKE](#) and [JKE-R](#)), as required
- investigate alcohol or drug related offenses; see procedures for investigation ([JICH](#) and [JICH-R](#)) and guidelines for drug/alcohol related offenses as provided by the school intervention program

*Note: For grades Pre-K through five, parent/legal guardian conference may be used at the discretion of the principal or at schools without an in-school suspension program for Categories I - III.*

### **Extenuating, mitigating or aggravating circumstances**

The board confers upon the superintendent or designee the authority to consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate action.

The board realizes extenuating circumstances occur in which a student may bring an unauthorized item to school. Upon realizing the item is in his/her possession, he/she must notify immediately a teacher, staff member, administrator or school resource officer. However, if the student chooses not to submit the unauthorized item to school officials, and he/she is found in possession of the item, the student is subject to the disciplinary process outlined in this administrative rule.

## **Transportation**

The preceding student discipline code applies to student behavior en route from the bus stop to and from school on a school bus or other school vehicle.

In addition to discipline procedures outlined in this code, principals may add or substitute the following sanctions.

- three class days suspension from buses
- five class days suspension from buses
- seven class days suspension from buses
- 10 class days suspension from buses
- recommendation for permanent bus suspension\*

Parent/Legal guardian notification is required for a bus suspension.

### **Actions based on the number of offenses**

#### Grades Pre-K through five

- 1st offense - warning
- 2nd offense - parent/legal guardian conference
- 3rd offense - one class day bus suspension
- 4th offense - three class days bus suspension
- 5th offense - five class days bus suspension
- 6th offense - 10 class days bus suspension
- 7th offense - recommendation for permanent bus suspension\*

#### Grades six through 12

- 1st offense - warning/parent/legal guardian conference
- 2nd offense - three class days bus suspension
- 3rd offense - five class days bus suspension



- 4th offense - seven class days bus suspension
- 5th offense - 10 class days bus suspension
- 6th offense - recommendation for permanent bus suspension\*

*\*At the end of the first semester, principals may recommend probation if the student has been suspended from the bus for more than 45 days. If a student on probation receives one referral, the student will receive permanent suspension from the bus for the remainder of the school year.*

**Discipline for students with an identified disability**

Students identified as disabled pursuant to the Individuals With Disabilities Education Act (“IDEA”) will be disciplined in accordance with federal and state law as set forth in special education procedures developed by the administration.

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