

# **RIVER RIDGE SCHOOL DISCIPLINE POLICY**

## **Discipline Policy**

Our district, while serving as a partner with the home and community, has as its mission to establish and deliver an ever-changing educational program providing all students the opportunity to acquire the knowledge, skills and attitudes necessary to become life-long learners able to face future challenges.

In order to establish the opportunity for learning, which is a responsibility and a privilege, it is necessary to take corrective action when disruptive or inappropriate (including tardiness and absenteeism) behavior occurs. All students will be treated in a consistent, objective, and non-discriminatory manner. We must have a safe and healthy physical and emotional learning environment where all participants in the educational process are respected and treated with dignity.

## **Responsibilities & Rights**

School personnel have the responsibility to:

1. Provide classroom guidelines, regulations, and expectations for students.
2. Prepare and implement lesson plans and learning activities which provide an effective educational program for each student.
3. Respect students, staff, and parents.
4. Deal with discipline problems reasonably, fairly, patiently, and without provocation.
5. Serve as appropriate role models for the students, in accordance with the standards of the profession.
6. Notify a parent of the student's progress and any significant changes in achievement and/or behavior.
7. Participate in helping identify and resolve school related concerns.

Administrators and teachers have the responsibility to:

1. Ensure that the rights of students and teachers are protected.
2. Establish guidelines for student discipline
3. Establish and maintain a positive school climate which provides frequent, realistic opportunities for students, staff and parents to participate in the identification and resolution of school-related concerns.

Students have the responsibility to:

1. Obey all school rules.
2. Obey local, state and federal laws.
3. Respect the rights of fellow students and school personnel.
4. Be punctual and attend school regularly.
5. Not disrupt the educational process.
6. Attain the best possible level of academic achievement.
7. Respect authority both in school and at school-sponsored activities.
8. Be responsible for their own actions.
9. Conduct themselves in each class in ways that contribute to the learning environment and that are not disruptive to the environment.
10. To seek counseling for personal and educational problems.
11. Read and obtain an understanding of all the rules of behavior regulating their conduct in the school environment.

Staff and Students have the right to:

1. A well balanced, appropriate educational program.
2. Be free from physical and verbal threats.
3. Be free from physical and verbal harassment.
4. Utilize school facilities and programs according to established school regulations and procedures.
5. Hold property free from theft or damage.
6. Expect courteous behavior from students, parents, and school personnel.
7. Determine his/her own dress so long as it is not distracting, inappropriate, or indecent and abides by school guidelines.
8. Seek and obtain confidential help regarding drugs or alcohol.
9. Form, hold and express opinions and beliefs so long as the expressions do not disrupt the normal operation of the school.
10. Due process in the application of the rules and regulations of the school.
11. A classroom climate conducive to learning.

### **Policies & Procedures**

It is suggested that all students and parents should read and be familiar with the student handbook and discipline policy. The development of responsible behavior and self-discipline among students occurs at two levels within a school. Since students spend the greatest amount of time during the school day in the classroom teachers must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. It is recommended that classroom rules be explained and posted in each classroom.

At other times, disciplinary problems occur which are beyond the usual scope of the classroom teacher's primary area of responsibility (i.e., between classes, lunch time, before and after school) or are of serious enough nature to require referral to the building administration/designee. Through administration of the school wide discipline program, the administration sets the tone for acceptable behavior throughout the school and campus. The program must be operated from a carefully developed set of rules and consequences that insure fair treatment, consistency and due process.

### **Definitions**

**Suspension**—The act of prohibiting a pupil from attending classes (generally for a period of no more than five (5) school days).

1. **In-School Suspension (ISS)**—A suspension during which the pupil serves the entire time in the school building in a supervised area. Failure to serve the In-School Suspension will result in a three (3) day Out-of-School Suspension.
2. **Out-of-School Suspension (OSS)**—A suspension served away from the school building and grounds.

**Expulsion**—An action taken by the school board to prohibit an enrolled pupil from further attendance. A student may be expelled for: 1) Bomb threats, 2) False fire alarm, weapons, drugs, alcohol, assaults, and battery, 3) Repeated misconduct, repeated insubordination. (S120.13)

## **School and Campus Discipline**

### **The Step System**

When incidents occur outside of the classroom, or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to principal/designee for investigation and action. The severity of the consequences applied by the principal/designee depends on two (2) factors:

1. The seriousness of the offense.
2. The previous disciplinary record of the student.

In the effort to take both factors into account, a progression of consequences (the Step System) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level step for that offense. With each successive referral, the student may be advanced up the step system one or more step(s) depending upon the seriousness of the infraction. The minimum disciplinary consequences for each step as follows:

- Step 1:** Conference with principal/designee. Notification of parent via mail.
- Step 2:** Conference with principal/designee. Notification of parent via mail. Student will be assigned a detention of ½ hour or 2 hours depending on severity.
- Step 3:** One-half (1/2) day in-school suspension or an after-school detention. notification and invitation, by phone or mail, to parents for a conference.
- Step 4:** One (1) day in-school suspension. Notification and invitation, by phone or mail, to parents for a conference.
- Step 5:** Two (2) day in-school suspension. Notification and invitation, by phone or mail, to parents for a conference.
- Step 6:** One (1) day out-of-school suspension. Notification of parent by phone or mail. Reentry conference with parent is required.
- Step 7:** Three to five (3-5) day out-of-school suspension depending on nature of offense. Reentry conference with parent and written behavioral contract required.
- Step 8:** Five (5) day out-of-school suspension mandatory. Parent conference required with discussion of future educational options (i.e., EEN referral and referral to other agencies).
- Step 9:** Ten (10) day out-of-school suspension pending expulsion hearing before the Board of Education.

### **Provisions for the use of the Step System**

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as step assigned, will be maintained.
2. Parent will be notified in writing of all violations.
3. After a student has been placed on a step, the next infraction may result in the student being advanced to the next step. Steps may be “jumped” if the infraction calls for a higher-entry level step. For example, a student who is on Step 1 and commits a Step 3 violation can be advanced to Step 3. Normally, a student will be advanced up the step system with each successive violation; however, the principal/designee may exercise discretion as to whether a student on Step 2 or over should be advanced for a very minor violation.
4. After a period of 30 school days without any additional infraction and with all detentions and suspensions served, the student will be removed from the Step System.

5. The principal/designee shall be responsible for seeking assistance of counselors, teacher advisors, the school psychologist, a social worker, and other professionals to help students correct their behavior problems.

### **Lunch Detention/Restricted Lunch Procedures**

Students will be assigned school lunch detentions in accordance with the attendance policy and/or the Step System as defined in the Student Handbook. Additionally, classroom, lunch and after school detentions may be assigned by teachers for the violation of classroom rules. These classroom detentions must be served in accordance with the teacher's direction and in a timely manner or a referral to the Step Discipline System will be made. Upon assignment of a school lunch detention by a principal/designee, a student shall begin the following day.

If the student fails to meet his/her classroom or lunch detention obligations, the following shall happen (starting with the first detention): The student shall receive an after school detention.

### **Suspension Procedures**

1. While on in-school suspension, the student shall be assigned to the in-school suspension area. Students serving out-of-school suspension are the total responsibility of their parent or guardian and they are not permitted to be at school or on school grounds. If need be, police may be contacted.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him or herself or to persons or property around the student.
3. Notice of the grounds for suspension, a brief statement of the facts and length of suspension shall be given to the student at the time the suspension is made. Parents shall be notified of this information by phone, whenever possible, and by mail as a follow-up communication.
4. In-school suspensions will be served in as timely manner as possible.
5. Mandatory out-of-school suspension may begin any time depending on the administrator's discretion. Parent/guardians will be notified.
6. Students serving any type of suspension are ineligible to attend or participate in any co-curricular activity during their suspension. This includes a weekend or holiday if a day of suspension directly precedes and follows it. The student is not to be on the premises if suspended out-of-school.

### **In-School Suspension Area and After-School Detention Rules**

1. Students will have the opportunity to do homework.
2. Students choosing to do homework need to obtain assignments prior to serving the in-school suspension.
3. In-school suspensions are considered excused absences from regular classes
4. Students will remain quiet; no communication with other students, verbal or nonverbal, is allowed.
5. No gum, candy, soda, food, hats, or coats will be allowed in the suspension area
6. Students must follow supervisor's instructions.
7. Lunch will be eaten in the suspension area unless other arrangements have been made by the supervisor.
8. Breaks may be allowed with supervisor's approval
9. Failure to follow rules will result in:
  - a. Verbal warning
  - b. Referral will result in a 2 day out-of-school suspension.

## **Unacceptable Behavior**

Disciplinary action may be taken as a result of any behavior which is disruptive or which violates the rights of others. Rules and guidelines have been established for all curricular and extra-curricular activities in order to create a favorable educational environment. Wisconsin state statutes permit the suspension of students (s. 120.13) (1) (b). The following may result in suspension and other disciplinary action if necessary which may involve the Grant County Police Department if necessary. In addition, the administration may recommend expulsion.

The following acts are unacceptable and subject to disciplinary action:

(When there is an “s” followed by a number, it is referencing to a Wisconsin State Statute.)

1. Physically attacking any adult involved in the operation of the school. (s940.19)
2. Fighting-mutual combat in which all parties have contributed to the situation by verbal and/or physical action. (s940.19)
3. Assault and Battery-a student causing bodily harm to another by an act done with intent to cause bodily harm to that person is guilty of a misdemeanor. (s940.19)
4. Abusive language directed at any adult involved in the operation of the school. (s947.01)
5. Tobacco use or possession on the premises.
6. Possession, use, or under influence or distribution of alcohol or other illegal drugs or look-like drugs.
7. Selling alcohol, other illegal drugs, or look-like drugs. This will be grounds for recommendation for expulsion. (s125.01)
8. False fire alarms or bomb threats made to the school or at a school-sponsored event. (s941.13/s947.015)
9. Possessing, concealing, or storing a weapon-on one’s person, in a locker, vehicle, or anywhere on the premises.
10. Selling, distribution, possession or use of firearms, weapons, firecrackers, smoke bombs or any form of fireworks in school, on school grounds or at school sponsored events. (s941.20)
11. Theft or possession of stolen property.
12. Vandalism-intentionally causing damage to school premises or property or willful damage to property of staff members and others. (s943.01)
13. Driving recklessly or imprudently in any way on school property. (s941.01)
14. Disorderly conduct-Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct. (947.01)
15. Trespassing-physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises (s943.14). This includes students who are suspended.

These offenses will also be considered a violation of school rules and students will be subject to the consequences of the discipline structure.

1. Willful Disobedience/Insubordination-refusal to follow school rules and the direction of an adult engaged in the operation of the school.
2. Disruptive Behavior-actions in the classroom, halls, or at-school rules and the direction with effective operations of the school.
3. Tobacco use or possession on the premises.

4. Slander/Libel-The statutes (s942.01) prohibit intentionally defaming another whether a student of staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work.
5. Harassment-A person who strikes, shoves, kicks, or other physical contact or threatens to do the same is guilty of harassment. (s947.013)
6. Sexual Harassment- Any unwelcome advances, request for sexual favors and other verbal or physical conduct to any member of the student body or member of the school staff.
7. Profane, abusive, or obscene language or gestures.
8. Lying or deceiving school authorities by forging passes, excuses, phone calls, etc.
9. Truancy-Absence without a valid excuse.
10. Leaving school building and grounds during school hours without proper clearance.
11. Failure to report to the office when sent by an instructor or supervisor.
12. Occupying a parked vehicle on school grounds during the hours of 8:00 a.m. and 3:15 p.m., unless approved by the administration.
13. Parking in an unauthorized area on school grounds.
14. Student attire-manner of dress or personal grooming which is deemed inappropriate. See Handbook for further guidelines regarding attire.
15. Possession, concealing or storing lasers, beepers, two-way communication devices, portable phones, etc.
16. Excessive tardiness-Refer to tardy policy
17. In-school truancy-A student is considered an in-school truant if he/she is not in the appropriate classroom, gym, library or cafeteria without permission.

IGNORANCE OF THE RULES DOES NOT EXCUSE VIOLATION. The administration retains the right to deal with any action not covered by these rules. Administrators may vary from the discipline offense procedures whenever the act deems necessary.

## **Discipline Infractions and Consequences**

### A. SCHOOL ATTENDANCE

Explained in the River Ridge School Attendance Policy. After the first 10 parental excused absences per year, a physician (or other licensed person under 118.15(3) (a). A note will be required for further absences to be excused.

**Right:** All students living within the boundaries of the River Ridge School District who are under the age of 21 are entitled to a free public education through the twelfth grade.

**Responsibility:** Students are to attend school on a regular basis.

**Policy:** Students will attend school (all classes, assemblies, required meetings, etc.) unless properly excused by a parent/guardian and principal/designee as explained in the River Ridge School Attendance Policy. Students are required to report to school and classes on time and to remain on the school grounds during regular school hours unless excused by an administrator or designee. Students are to begin serving detentions assigned by a principal/designee within two school days of being assigned.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
A-1	Unexcused Absence being absent from classes or all of school day without parental or administrative permission	1-4	The Grant County truancy warning letter Appendix A will be sent home.
A-2	Unauthorized Leaving of Campus: Leaving campus without permission of administrator or	3	

	designee: failure to follow procedures		
A-3	In-school truancy	3	

**B. STUDENT/STUDENT RELATIONSHIPS**

**Right:** Each student has the right to attend school and school activities without fear of threats against his or her feelings, property and physical well-being.

**Responsibility:** Each student shall be responsible to respect the feelings, property and physical well-being of other students and staff.

**Policy:** Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
B-1	Threatening or Intimidating Acts: The act of verbally, or by gesture, threatening the well-being, health or safety of any student on school property or en route to or from school.	3-4	Slander/Libel-The statutes (s942.01) prohibit intentionally defaming another whether a student of staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work.*Slander will automatically be considered a step 5 offense.
B-2	Disrespect: To insult, call derogatory names, use obscenity toward, dishonor, sexually harass, or in other manner abuse-verbally or in writing any member of the student body.	1-4	
B-3	Shake Down: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5	Referral to police when appropriate.
B-3	Bullying, Cyber bullying, Hazing and/or Harassment: Is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm.		If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
B-3a	Indirect – spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying	1-4	
B-3b	Verbal – threatening or intimidating language, teasing or name calling, racist	1-4	

	remarks		
B-3c	Physical – assault, hitting or punching, kicking, theft, threatening behavior	5-8	
B-4	Fighting: The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship:		
B-4a	Scuffle-Battery, pushing & shoving no blows	4	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-4b	Fight-Blows thrown or other forceful physical contact.	4-7	Referral to police when appropriate. Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of the students.
B-5	Physical Attack: The act of physically battering or in some manner attempting to injure any student on school property or going to or from school or at any school sponsored activities.	5-8	Referral to police when appropriate.
B-6	Property Damage: Of another student's or school personnel's property.	5	Restitution required through parent contact. Referral to police when appropriate.
B-7	Theft: From another student, school personnel or school.	2-5	Restitution required through parent contact. Referral to police when appropriate.
B-8	Horseplay	1	
B-9	Endangering the health or safety of any student by any means.	2-5	

### C. STUDENT/STAFF RELATIONSHIPS

**Right:** Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right free and responsible inquiry and expression while being mindful of the responsibilities listed below.

**Responsibility:** Students have the responsibility to respect authority, feelings, physical well-being and property of members of the school staff,

**Policy:** Student shall refrain from disobedience, insubordination, disrespect, threats, or attacks directed at members of the school staff, as well as damages due to thefts of property belonging to school staff members.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
C-1	Insubordination: The willful failure to respond or carry out a reasonable order or	2-5	



	request by authorized school personnel.		
C-2	Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being, health or safety of any member of the school staff.	7-8	Notification of police when appropriate.
C-3	Physical Attack: The act of physically assaulting any member of the school staff on school property, at any activity under school sponsorship or to and from school.	7-9	Notification of police.
C-4	Disrespect: To insult, call derogatory names, dishonor, sexually harass, make gestures or in any manner abuse verbally or in writing any member of the school staff.	4-6	
C-5	Disrespect for the Property of a Member of the School Staff:		
C-5a	Damage	3-5	Repair or restitution required through parental contract at discretion of the administration. Referral to police when appropriate.
C-5b	Theft	3-5	Referral to police when appropriate and restitution through parental contract.
C-6	Failure to Report Alternate Learning Area or detention.	3	
C-7	Failure to Serve Teacher Assigned Detention	3	

#### D. SCHOOL PROPERTY

**Right:** Each student is entitled to a well-equipped, well-maintained, clean and esthetically pleasing school environment.

**Responsibility:** Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

**Policy:** Acts of vandalism, theft and abuse of the school building and grounds are prohibited.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
D-1	Vandalism: The act of willful destruction of public property:		
D-1a	Destruction –to render unusable	5	Restitution required through parental contract. Policy referral.
D-1b	Defacing-damage requiring cleaning or repair	3-5	Restitution required

*It is the student's responsibility to keep his/her locker clean. Even if the student is not responsible for the writing on you locker, it is your responsibility to clean it off. Inform the office staff of any incident.*

D-1c	Abuse of printed material or AV materials	2-4	Restitution required
D-2	Theft:		
D-2a	Theft not serious enough to be reported to police	3-4	Restitution required through parental contract
D-2b	Major theft-considerable enough to be reported to police	5-6	Restitution required through parental contract. Police contact
D-3	Littering	1	

#### E. PROTECTION OF THE PUBLIC SAFETY

**Right:** Each student has a right to be safe and secure from physical harm while attending school.

**Responsibility:** Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

**Policy:** The infractions listed below, as well as any act that pose a threat to the health and safety of students and/or staff, are strictly prohibited.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
E-1	Detonation or Possession of firecrackers or other nuisance devices.	5-7	Referral to police when appropriate.
E-2	False Alarm:		
E-2a	The act of initiating a fire alarm or initiating a report warning of a fire of other catastrophe without just cause.	6-7	Referral to police when appropriate.
E-2b	Bomb Threats	8-9	Referral to police
E-3	Fire:		
E-3a	Unauthorized use of matches, lighters or other flammable devices.	5	
E-3b	Arson-the willful and malicious burning of/or attempt to burn any part of any property of the school or of its staff and students.	6-9	Referral to police when appropriate.
E-4	Improper Use of Motor Vehicles:		
E-4a	Reckless driving on or around campus	3	Report to police when appropriate.
E-4b	Unauthorized driving during the school day.	3-5	
E-4c	Parking in unauthorized (handicapped, fire lane, etc.) areas or improper parking	2-4	Referral to police when appropriate.
E-4d	Entering parked cars during the school day with the permission of a school personnel.	1	
E-5	Weapons:		
E-5a	Possession of a weapon.	5-9	Referral to police.
E-5b	Threats involving a weapon.	5-9	Referral to police.
E-5c	Use of a weapon.	9	Referral to police.

## F. ALCOHOL, TOBACCO, AND DRUGS

**Right:** Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and may not be subjected to those wishing to buy, sell, or use such substances.

**Responsibility:** Each student has the responsibility to keep his or her mind and body in a sound healthy condition.

**Policy:** The use or sale of any illicit non-prescription drugs, alcoholic beverage, or tobacco is prohibited on school grounds, as well as, at or before school-sponsored activities.

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
F-1	Alcohol and Drugs:		
F-1a	Possession of alcohol and/or drugs	6-9	3-5 day out-of-school suspension. Notify police.
F-1b	Selling or transmitting alcohol and/or drugs.	7-9	5 day out-of-school suspension. Notify police.
F-1c	Noticeably under the influence of alcohol or drugs as indicated by obvious behavior and mood changes and/or the smell of substance on the person.	6-9	3-5 day out-of-school suspension.
F-2	Tobacco: All smoking and use of all tobacco products is prohibited by state law (ss120.12(19)) and school policy on school grounds, in school buildings or at school functions.	4-6	Any use of tobacco products or paraphernalia on premises owned or rented by or under the control of the School Board shall be considered disorderly conduct and prohibited in this Section. Police will be notified.

## G. OTHER DISCIPLINARY INFRACTIONS

	<b>Infraction</b>	<b>Step</b>	<b>Special Provisions</b>
G-1	Prohibited items, including cellphones, digital camera, PDA's, Blackberry Smartphones, Bluetooth-enabled devices, MP3 players, email/messaging devices or any other electronic or communication devices are prohibited during the instructional day.	1-7	<ol style="list-style-type: none"> <li>1. Electronic or communication devices are prohibited during the instructional day.</li> <li>2. All electronics or communication devices even where stored, shall be kept off during the instructional day.</li> <li>3. Electronic or communication shall be locked in their hall locker or in their backpacks at all times.</li> </ol>
G-1	Removal from class for violation of classroom behavioral rules.	2-4	<ol style="list-style-type: none"> <li>1. All staff must develop, distribute and display reasonable classroom behavioral rules.</li> <li>2. Student returns to class after teacher or administrator/student conference.</li> <li>3. Students may be permanently</li> </ol>

			removed from a class by the administration for gross and/or repeated violation of classroom behavior rules. If this occurs parents are notified and any “F” grade will be given.
G-2	Disruption of School Events, Games, Meetings and Assemblies	2-5	Removal from events and possible exclusion from other events.
G-3	Cheating: The attempt to advance your or another student’s performance in an unfair and deceitful manner.		Grade will be affected.
G-3a	In class	2-4	“F” grade on task.
G-3b	Outside of class (tampering with grade book, tests or copying).	2-5	
G-4	Inappropriate Attire: See Handbook for further description	1-5	A student will be asked to remove or change inappropriate clothing.