

Discipline Procedures Grades K-6 Student Code of Conduct

CATEGORY I - MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension

- Trauma-informed practices such as awareness of behavioral patterns, mental health supports, restorative practices, RTI²B, multi-tiered system of supports, and behavior intervention plans

4 **CATEGORY II - MISBEHAVIORS: LEVEL II**

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6 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
7 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
8 have educational consequences serious enough to require corrective action on the part of
9 administrative personnel

10 Offenses that may result in suspension. Any student suspended will not be allowed to participate in any
11 school function including field trips, athletic practices or contests, etc.

12 1st time Category II Offense - 3 days suspension or in-school suspension (where applicable) or
13 corporal punishment

14 2nd time Category II Offense - 5 days suspension or corporal punishment or in-school suspension
15 (where applicable)

16 3rd time Category II Offense - 10 days suspension

17 4th time Category II Offense - referral to Student Disciplinary Authority

18 *Examples (not an exclusive listing)*

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

22 *Disciplinary Procedures*

- The student is referred to the principal for appropriate disciplinary action.
- The principal meets with the student and the staff member.
- The principal hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The principal takes appropriate disciplinary action and notifies the staff member of the action.
- The record of offense and disciplinary action shall be maintained by the principal.

30 *Disciplinary Options*

- Teacher/schedule change
- Peer counseling
- Referral to outside agency

- 1 • In-school suspension
- 2 • Transfer
- 3 • Detention
- 4 • Suspension from school-sponsored activities or from riding school bus
- 5 • Out-of-school suspension
- 6 • Trauma-informed practices such as awareness of behavioral patterns, mental health
- 7 supports, restorative practices, RTI²B, multi-tiered system of supports, and behavior
- 8 intervention plans

9 **CATEGORY III – MISBEHAVIORS: LEVEL III**

10 This level includes acts directly against persons or property but whose consequences do not seriously
11 endanger the health or safety of others in the school.

12 *Examples (not an exclusive listing)*

- 13 • Continuation of unmodified Level I and II misbehaviors
- 14 • Fighting
- 15 • Vandalism (minor)
- 16 • Use, possession, sale, distribution, and/or being under the influence of tobacco, alcohol,
- 17 or vaping products
- 18 • Possession of alcohol (mandatory 20-day suspension)
- 19 • Use, possession, sale, or distribution of drug paraphernalia
- 20 • Use, sale, distribution, and/or being under the influence of drugs
- 21 • Stealing
- 22 • Threats to others
- 23 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 24 cyber-bullying, and/or hazing)

25 *Disciplinary Procedures*

- 26 • The student is referred to the principal for appropriate disciplinary action.
- 27 • The principal meets with the student and the staff member.
- 28 • The principal hears the accusation and allows the student the opportunity to explain
- 29 his/her conduct.
- 30 • The principal takes appropriate disciplinary action.
- 31 • The principal may refer the incident to the Director of Schools and make
- 32 recommendations for consequences.
- 33 • The record of offense and disciplinary action shall be maintained by the principal.

34 *Disciplinary Options*

- 35 • In-school suspension
- 36 • Detention
- 37 • Restitution from loss, damage, or stolen property
- 38 • Out-of-school suspension

- 1 • Social adjustment classes
- 2 • Transfer
- 3 • Trauma-informed practices such as awareness of behavioral patterns, mental health
- 4 supports, restorative practices, RTI²B, multi-tiered system of supports, and behavior
- 5 intervention plans

6 **CATEGORY IV - MISBEHAVIORS: LEVEL IV**

7 This level of misbehavior includes acts which result in violence to another's person or property or
8 which pose a threat to the safety of others in the school. These acts are so serious that they usually
9 require administrative actions which result in the immediate removal of the student from the school,
10 the intervention of law enforcement authorities, and/or action by the Board.

11 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
12 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
13 death to another person.⁵

14 These offenses are subject to suspension up to a maximum of 20 days.

15 *Examples (not an exclusive listing)*

- 16 • Continuation of unmodified Level I, II, and III misbehaviors
- 17 • Death threat
- 18 • Extortion
- 19 • Bomb threat
- 20 • Possession, use, and/or transfer of dangerous weapons
- 21 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 22 employee of the school, or a school resource officer*
- 23 • Aggravated assault*
- 24 • Vandalism
- 25 • Theft, possession, and/or sale of stolen property
- 26 • Arson
- 27 • Possession of unauthorized substances (e.g. any controlled substance, controlled
- 28 substance analogue, or legend drug) *
- 29 • Use or transfer of unauthorized substances
- 30 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 31 cyber-bullying, and/or hazing)
- 32 • Electronic threat to cause bodily injury or death to another student or school employee

33 *Disciplinary Procedures*

- 34 • The principal confers with appropriate staff members and with the student.
- 35 • The principal hears the accusations and allows the student the opportunity to explain
- 36 his/her conduct.
- 37 • The parent(s)/guardian(s) are notified.
- 38 • Law enforcement officials are contacted.
- 39 • The incident is reported, and recommendations are made to the Director of Schools.

- 1 • If the student's placement is to be changed, adequate notice of the charges shall be
2 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
3 hearing.

4 *Disciplinary Options*

- 5 • Other hearing authority or Board action which results in appropriate placement

6 * Designates zero tolerance offense

PROCEDURES FOR VIOLATION OF STUDENT USE OF CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Examples of Electronic Devices but not limited to:

Cell phones, Camera phones, PDAs, iPods, MP3 players, Discman, Beepers, Pagers, Gameboys, etc.

1. First Offense - Confiscate cellular phone and return only to parent, warning issued.
2. Second Offense - Two days after school detention or two days in-school suspension (ISS).
3. Third Offense - One day out-of-school suspension and subsequent offenses will result in one day out-of-school suspensions per offense.

Principal may, at their discretion, follow Discipline Procedures for Grades 7-12 for repeat offenders

All confiscated electronic devices must be picked up at the school by the parent.

- The Smith County School System is not responsible for lost or stolen devices.