

WINFIELD TOWNSHIP SCHOOL
SCHOOL DISCIPLINE GUIDELINES
School Year 2011-2012

Dear Parents/Guardians:

The attached **School Discipline Guidelines** were developed by the Winfield Township Board of Education. The guidelines clarify student expectations. The guidelines are important in order that infractions and consequences are clearly understood.

Students will be instructed on the contents of this document in September. Proper behavior enhances the quality of our school and the education of our students.

The Board directs that every family receive a copy of these guidelines. Parent/Guardians are required to sign the bottom portion of this cover page and return it during the opening week of school.

All school policies will be strictly enforced, and we would appreciate your support and cooperation.

Mrs. Alice Krihak
Superintendent

Please return this cover sheet during the first week of school via your child (oldest in family)

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Receipt of School Discipline Guidelines

Our family has received a copy of the 2011-2012 School Discipline Guidelines.

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

WINFIELD TOWNSHIP SCHOOL
STUDENT DISCIPLINE PLAN
2011-2012

Students need to learn that there is an unwritten contract that guides the day-to-day life of all individuals. The expectations of the school reflect the desires of the community and parents. What is expected of students is the adherence to the reasonable and responsible code of behavior. We feel that by learning to live within these expectations, students will better prepare themselves for a successful adult life.

As students learn & mature each year, students will be given the opportunity to begin anew every September. Past infractions will be viewed and noted when dealing with present situations at the discretion of the Board and Administration. This by no means relieves the student of past accountability for their actions nor makes light of previous incidences.

Using self-discipline, students can learn to still maintain a level of personal uniqueness. We do not wish to restrict students from expressing reasonable and commendable behavior.

The infractions and consequences noted in the student discipline plan were written so each student can determine the scope of school expectations for himself or herself. The detailed listing will be used to handle all discipline problems.

Special Note to Parents:

Detention:

Monday – Friday 3:00 - 4:00 p.m. as assigned.

In-School Suspension:

In-school suspension will be assigned and parents informed. Each teacher, must assign work per subject to be completed during the period of suspension. It is expected that the students will complete all schoolwork assigned and completed during in-school suspension.

Out-of-School Suspension:

Parent must notify school as to where student will be during the day and the telephone number where a parent can be reached. Each teacher must assign work per subject for the student to complete during the period of suspension. It is expected that parents will sign all school work assigned and completed during out-of-school suspension.

Activity Participation:

All students in Good Academic Standing may participate in extracurricular activities. Good Academic Standing requires students to have minimum of a “C” average in all subjects prior to the start of the activity and maintain it throughout the activity period. The final marking period of a school year will determine eligibility for fall activities.

Eligibility Criteria

Students receiving less than a C in any core academic subject areas or special subject area are ineligible to participate in interscholastic sports and/or co-curricular activities. Status may be reviewed throughout the marking period and eligibility will be re-instated at the discretion of the

school administrator utilizing the following criterion.

1. Scholastic grades on individual tests, quizzes and other teacher graded assignments are a C or better.
2. Homework is completed
3. Students will be on a probationary period for one complete marking period.

<u>Activity Restriction:</u>	Student will be removed from the scheduled activity and/or school trip that the student would normally participate in within the scheduled school events.
<u>Parent Notification:</u>	The teacher will notify the parent by telephone and with a follow-up Behavior Report. It is expected that the parent will sign and return that report.
<u>Parent Awareness of Discipline Code:</u>	The Discipline Code will be sent home in September and <u>require</u> a parent signature indicating receipt of the document.
<u>Student Awareness:</u>	The staff will review the entire code with each homeroom class.
<u>Grade Level Expectation:</u>	The only deviation in the administration of the code will be for Grades Preschool to 3.
<u>Reporting of Infraction:</u>	The district will rely on the observations/judgments of the staff members and police officers. Safety Patrol reports will be confirmed by the Safety Patrol Advisor.
<u>Infraction Determination:</u>	It will be the responsibility of the school to determine the most appropriate category of infraction.
<u>Discretion of Administrator:</u>	The administrator is responsible for determining the consequence for the infraction. The administrator may take into account the age of the child, the severity of the actions, previous discussions with the child and other pertinent information.
<u>Recommended, but not limited to:</u>	The administrator, in their discretion, may choose one or more of the consequences listed but may also choose an appropriate alternative if applicable.
<u>Applicable Time Periods:</u>	Students will be expected to adhere to these rules during school hours, on field trips, during activity events, and while walking to and from school.
<u>Police Notification:</u>	This will occur when it is deemed that an illegal act for this age group has been committed under current state/municipal law.
<u>Parent Support:</u>	It is expected that parents will support all aspects of this code, trusting that the district personnel are making an honest and a concerted effort to be accurate in the reporting of all infractions.

Student Responsibilities:

Self-defense will not be considered as an excuse to retaliate against another student. The student will need to accept the consequence of his/her actions regardless of any moral justification.

Student Mentoring:

It is hoped that a special program for 7th and 8th grade students will be established to provide role model experiences for students in the Preschool-4 grades.

Discipline Report to the Board of Education:

The school administration will report to the Board of Education a summary of infractions and current levels of offenses every month. Infractions that require suspensions (in & out-of-school) and/or police notification will be reported to the board weekly.

Removal from Regular Education Program:

A hearing before the Board of Education will be offered no longer than 30 calendar days after a student has been removed from the regular education program, in order to determine if a student is guilty of the offense.

Alternative Educational Programs:

1. Alternative Placement in another school.
2. Home instruction
3. Program Completion Option - an educational plan used in conjunction with home instruction, tutorial and supervised learning experiences
4. Home Schooling - an elected option by parents to educate the student at home. The instruction must meet state guidelines for equivalent education

Special Education Students:

The Child Study Team will re-evaluate a student to determine whether student's misconduct is primarily caused by his/her disability. If misconduct is not caused by disability, student may be removed for up to ten school days. If misconduct is caused by disability, a change in placement will be considered.

Board Revised & Approved:

**WINFIELD TOWNSHIP SCHOOL
STUDENT DISCIPLINE PLAN**

Infraction	First Offense	Second Offense	Third or more Offense
* ARSON -Setting fire intentionally to school district property or someone's personal property	Parent Conference Police Notification 3-Day Out-of-School Suspension Loss of Class Trip Evaluation prior to return to school.	Parent Conference Police Notification 10 Day Out-of-School Suspension and Expulsion Proceedings before Board of Education	
* ASSAULT -Violent/vigorous attack, resulting in physical violence to others	Parent Notification & Meeting Police Notification 3 Day In-School Suspension Loss of Class Trip Activity Restriction	Parent Notification & Meeting Police Notification 5 Day In-School Suspension Activity Restriction Child Study Team Evaluation	Parent Notification & Meeting Police Notification 10 Day Out-of-School Suspension Suspension and Expulsion Proceedings before Board of Education
* BIAS INCIDENT -A bias incident is defined as an act that is directed against a person, private property, or public property if the motive for the commission of the act is racial, religious, ethnic, or sexual oriented in nature.	Parent Notification 1 Day Detention Activity Restriction Staff Conference on Bias Issues	Parent Notification & Meeting, 1 day in/out school suspension at the discretion of the Administrator, Activity Restriction, Mandatory Study of Bias Issues	Parent Notification 3 Days In or out School Suspension at the discretion of the Administrator Loss of Class Trip Police notification
* BOMB OFFENSE -Possession and/or use of explosive device-generally electrically fused or self-fused.	Police Notification Parent Notification Removal from Regular Education Program Board Expulsion,Hearing		
* BREAKING & ENTERING -Deliberately removing or breaking an obstacle to enter school property	Parent Notification & Meeting Police Notification File Complaint	Parent Notification Police Notification File Complaint, 5 days out of school Suspension	

	3 days In-school Suspension Activity Restriction Loss of all class trips	Activity Restriction	
*BULLYING -Any gestures, or written, verbal or physical acts that are reasonably perceived as being motivated either by any actual or perceived characteristic; such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics.	Meet with Principal, Meet with Counselor Meeting with Parent Read bully packet that corresponds to what he/she did 1 day detention	Meet with Principal At detention-read Bully packet that corresponds to what he/she did Meet with Counselor Meeting with Parent required, 3 day detention or 1 day in-school at discretion of principal, Loss of upcoming activity or trip, Write a paragraph discussing positive things about the person he/she bullied	Meet with Principal 3 day in-school suspension Loss of all trips, activities, sports etc. for remainder of year On-going counseling sessions to address Bullying issues. Parent Education classes required Parent/Counselor/Student 3 meetings with Social Worker during school day
BUS BEHAVIOR -Disruptive/misbehavior as reported by bus driver or/supervising teacher	Parent Notification One day of detention Activity Restriction	Parent Notification Three days of detention Activity Restriction	Parent Notification, One day of In-School Suspension Loss of Class Trip Activity Restriction
*DAMAGE TO PROPERTY over \$50 Deliberate and/or malicious destruction or defacement of school property, or someone's personal property	Parent Notification & Meeting Police Notification File Complaint 1 Day of Detention and Possible Community Service, Activity Restriction Repair/Replace Cost	Parent Notification & Meeting, Police Notification, File Complaint, Repair /Replace Cost Community Service, 2 day in-school suspension, Loss of all class trips	Parent Notification & Meeting Police Notification File Complaint Repair/Replace Cost Staff Conference 3 Day Out-of-School Suspension and Community Service
DAMAGE TO PROPERTY under \$50 Deliberate and/or malicious destruction or defacement of school property, or someone's personal property	Parent Notification Discretion of Administrator Recommended but not limited to: Detention, Community Service, Activity Restriction, 1 day Detention and/or Activity Restriction,	Parent Notification & Meeting 2 days Detention, Community Service and Activity Restriction	Parent Notification & meeting 1 day in-school suspension and/or 3 day detention at the discretion of Administrator Activity Restriction, Loss of all class trips, Community Service

	Community Service		
DISRUPTIVE -Causing or tending to upset or interrupt the normal continuation of a class or lesson, including disobedience and/or disrespectful behavior during school hours/activities.	Parent Notification Discretion of Administrator Recommended but not limited to: 1 Day of Detention and Activity Restriction	Parent Notification Discretion of Administrator Recommended but not limited to: 3 Days of Detention and/or Activity Restriction	Parent Notification & Meeting Discretion of Administrator Recommended but not limited to: 1 Day In-school Suspension Loss of all Class Trip Activity Restriction
*DRUG INVOLVEMENT/ SUBSTANCE ABUSE -Possession, Use, Selling: Illegal Substances, Alcohol, Tobacco	Parent Notification & Meeting Police Notification Board Policy 5 Day Out-of-School Suspension Loss of Class Trip Medical Evaluation and Permission prior to readmission to school Activity Restriction	Parent Notification & Meeting Police Notification Board Policy 10 Days of Suspension with a Board Hearing for Expulsion	
ELECTRONIC EQUIPMENT -Personal Electronic Equipment is to be off and in the lockers during the day. The equipment is not to be on or used inside the school building, at school activities, on field trips or on school buses. Examples of electronics include but are not limited to: cell phones, IPODS, IPADS, video games, etc.	Equipment will be held in office for parent pickup during school hours.	1 Day Detention and/or Activity Restriction Equipment will be held in office for parent pickup during school hours. Parent Conference	Parent Conference 2 Days Detention & Loss of Activity Equipment will be held in office for parent pickup during school hours.
EXCESSIVE ABSENCES -Failure to attend school on a regular basis	Parent Notification after 7 days	Parent Notification after 10 days.	Parent Notification after 14 days Required Parent Conference with

	All work missed by a student who is excessively absent from school must be made up and signed by the parent.	Required Parent Conference with Board of Education. All work missed by a student who is excessively absent from school must be made up and signed by the parent.	Board of Education All work missed by a student who is excessively absent from school must be made up and signed by the parent. Possible Retention, Municipal Court Notification 15 days of unexcused absence results in failure for the school year
FIGHTING -Physical confrontation entered into by two or more students by mutual consent in which physical harm is intended.	Parent Notification & Meeting, 1 Day In-School Suspension Loss of Class Trip Activity Restriction	Parent Conference & Meeting, 3 Days In-School Suspension Activity Restriction Loss of all Class Trips	Parent Conference & Meeting 5 Day In-School Suspension Activity Restriction
FIREWORKS -Possession, Use of self-fusing explosive device commonly sold as fireworks Selling/Distributing	Parent Notification & Meeting, Police Notification 3 Days in-school suspension, Activity Restriction, Loss of Class Trip	Parent Notification Meeting Police Notification 3 Days out of School Suspension	
FORGERY -Copying, falsifying or altering written or printed material	Parent Notification One day of detention Activity Restriction	Parent Notification 1 Day In School Suspension Activity Restriction Loss of Class Trip	Parent Notification 3 Day In-School Suspension Activity Restriction
INSUBORDINATION -Refusing to submit to school authority or rules	Parent Notification Detention 1 day and Activity Restriction	Parent Notification & Meeting, Detention 3 days Activity Restriction Loss of a Class Trip	Parent Notification & Meeting Discretion of Administrator Recommended but not limited to: Detention, 1 Day In-School Suspension, Loss of all Class Trips Activity Restriction
PROFANITY -Use of vulgar or profane language, showing irreverence and disrespect	Parent Notification Detention 1 day and Activity Restriction	Parent Notification & Meeting, Detention 3 days Activity Restriction Loss of a Class Trip	Parent Notification & Meeting Discretion of Administrator Recommended but not limited to: Detention 1 Day In-School Suspension Loss of all Class Trip Activity Restriction

<p>*INTENTIONAL INJURY/ AGGRESSIVE BEHAVIOR - an attempt to cause physical harm to others or actual inflicting of physical harm to others</p>	<p>Parent Notification & Meeting Board Notification Recommended but not limited to: 1 day Detention and/or Community Services and/or Activity Restriction</p>	<p>Parent Notification Board Notification 3 days Detention Community Services and/or Activity Restriction</p>	<p>2 Day of In-School Suspension Loss of all Class Trips Mandatory Parent-Principal Conference Activity Restriction</p>
<p>LEAVING SCHOOL GROUNDS WITHOUT PERMISSION</p>	<p>1 Day of Detention Activity Restriction Mandatory Parent-Principal Conference</p>	<p>3 Days of Detention Activity Restriction Mandatory Parent-Principal Conference</p>	<p>1 day In-School Suspension Loss of Class Trip Activity Restriction Mandatory Parent-Principal Conference</p>
<p>*SEXUAL HARASSMENT-Inappropriate touching, verbal abuse, inappropriate sexual expressions. Sexual contact or exposure will be considered a sexual offense.</p>	<p>Meet with Principal, Meet with Counselor Meeting with Parent Read bully packet that corresponds to what he/she did 1 day detention, Bullying Packet</p>	<p>Meet with Principal At detention-read Bully packet that corresponds to what he/she did Meet with Counselor Meeting with Parent required, 3 day detention or 1 day in-school at discretion of principal, Loss of upcoming activity or trip, Write a paragraph discussing positive things about the person he/she bullied</p>	<p>Meet with Principal 3 day in-school suspension Loss of all trips, activities, sports etc. for remainder of year On-going counseling sessions to address Bullying issues. Parent Education classes required Parent/Counselor/Student 3 meetings with Social Worker during school day</p>
<p>TARDINESS-Reporting late to school on a</p>	<p>1st tardy-warning</p>	<p>4th – 8th tardy – 60 min.</p>	<p>After 10 unexcused latenesses in a</p>

regular basis	2 nd tardy-15 min. detention 3 rd tardy-30 min. detention Parent Notification Activity Restriction	Parent Notification Activity Restriction After the 8 th tardy in a marking period, a mandatory Parent-Principal Conference is to be held	marking period, a mandatory Parent, Teacher, Chief School Administrator Conference is held. The student continues to serve a detention for each additional lateness and the student must complete assigned work while in detention.
*THEFT -Act of taking of district's or person's belongings or property without consent	Parent Notification Police Notification File Complaint 1 Day of Detention and Possible Community Service, Activity Restriction Repair/Replace Cost	Parent Notification & Meeting, Police Notification, File Complaint, Repair /Replace Cost Community Service, 2 day in-school suspension, Loss of all class trips	Parent Notification & Meeting Police Notification File Complaint Repair/Replace Cost Staff Conference 3 Day Out-of-School Suspension and Community Service
*TRESPASSING -Entrance onto school property without permission and/or by individual who knows that he/she is not privileged to be on property	Parent Notification Police Notification File Complaint 3 Days of Detention Activity Restriction	Parent Notification Police Notification File Complaint 3 Days of In-school Suspension, Loss of Class Trip, Activity Restriction	Parent Notification Police Notification File Complaint 5 Days Out-of-School Suspension Activity Restriction
TRUANCY -Absent from school without permission or legitimate reason	Police Notification File Complaint Parent Notification & Meeting, Make up time Thru Detentions Activity Restriction	Police Notification File Complaint Parent Notification & Meeting, Make up time Thru Detentions Activity Restriction	Police Notification File Complaint Parent Notification & Meeting Make up time Thru Detentions Activity Restriction
*VANDALISM -Willful or malicious damage of public/private property. Pictures will be taken of all acts of vandalism.	Parent Notification & Meeting, Police Notification, File Complaint, 1 Day of Detention and Community Service, Activity Restriction	Parent Notification & Meeting, Police Notification, File Complaint Repair/Replace Cost, 5 Days of Detention and Community Service, Activity	Parent Notification & Meeting Police Notification File Complaint Repair/Replace Cost 3 Day Out-of-School Suspension and Community Service,

	Repair/Replace Cost	Restriction, Loss of all class trips	Activity Restriction
*WEAPONS (FIREARMS and Other)- Possession, Use, Selling and /or use in assault	Police Notification Parent Notification Removal from Regular Education Program Board Expulsion Hearing		
*WEAPONS (other) USE IN ASSAULT	Police Notification Parent Notification Removal from Regular Program Board Expulsion Hearing		
MULTIPLE OFFENSES-Accumulation of several major offenses within a 3 month period	Parent Notification Out-of-District Evaluator Counseling	Parent Notification Child Study Team Evaluation & Counseling	Parent Notification Hearing with Board of Education Counseling

***ITEMS COVERED INCLUDED IN MULTIPLE OFFENSES**

Ri/St-Disp 2011-2012