

# NOME ELEMENTARY SCHOOL

## THE MIGHTY WOLVERINE



## STUDENT HANDBOOK 2015-2016

***“Excellence For and From All Students”***

PO Box 131, Nome, AK 99762

Telephone 907.443.5299

Fax 907.443.2850

**Nome Public School District’s Mission Statement:**

*Nome Public Schools will provide a positive learning environment that educates all students for success in life.*

Dear Parents/Guardians of NES Wolverines:

Another school year is upon us. This school year will be filled with many new and exciting opportunities for your child. One of the primary focuses this year is reading. Students will be given the many opportunities to improve their reading and comprehension skills throughout the school year. We ask that you support our quest to improve your child's reading ability by reading with them at home. It is recommended each student be involved in a reading activity for at least twenty (20) minutes each night. Many teachers will send home weekly reading logs with your child, please complete these logs and return them to your child's teacher. Together we can achieve our school's goal of having ninety percent of our students reading on grade level by the third grade.

The instructional day begins promptly at 8:00 AM; please have your child(ren) to school on time. Teachers start instruction at 8:00 AM so they can maximize the amount of instructional time your child(ren) gets each day. NES will again offer a free morning snack to all students. If your child(ren) wishes to participate in the morning snack program, please have them to school between 7:30 and 7:50 AM.

Please take an opportunity to review this handbook with your child(ren). It is important children understand the expectation established for them and that you, parents/guardians, support the expectations and procedures established in order to maintain an orderly and safe learning environment.

The faculty and I look forward to another fantastic school year.  
The Mighty Wolverines!

Sincerely,

*Kevin Theonnes*

Principal

**NOME ELEMENTARY SCHOOL**

**PRINCIPAL**

Kevin Theonnes

**INSTRUCTIONAL STAFF**

**Kindergarten**

Meghan TenEyck  
Patricia Murphy  
Aisha Talburt

**First Grade**

Mary Jo Hazel  
Sandi Keller  
Jodi Arnold

**Second Grade**

Kim Erickson  
Emily Stotts  
Matthew Slingsby

**Third Grade**

Liz K. Johnson  
Barry Kinzel  
Sally Kinzel

**Fourth Grade**

Teresa Johnson  
Ian McRae  
Karen Mehl

**Fifth Grade**

Rita Smith  
David Panepinto

**SUPPORT STAFF****Office**

Mary Ellen Malone – School Secretary  
Richard Beneville – Community Schools  
Justin Heinrich – Technology Integration  
Rebecca Ensing - Attendance Secretary

**Maintenance /Custodians**

Sean Panatac  
Jimmy Murdock  
Martha Outwater  
Mark Smith

**Food Service Program**

– Lead Cook: Raymond Downey  
– Assistant Cook: Marilyn Jorgensen

**Sixth Grade**

Jennifer Shreve  
Leonard Lastine

**Special Education**

Krista Marvin  
Kristin Holzman  
Sandie Wagner

**Cultural Studies**

Josie Bourdon  
Annie Conger

**Title 1**

Bethany Olson

**Physical Education**

Corey Erickson

**Music**

Ron Horner

**Librarian**

Nancy Bahnke

**Social Worker**

Julie Falle

**Instructional Aides**

Marsha Sloan– Library  
Isabel Gutierrez- First Grade  
Karen Kunnuk – Second Grade  
Elena Spivey – Third Grade

John Mikulski – Sixth Grade

Zuma Cardinal – Special Education  
Susan Omiak– Special Education  
– Special Education

## **Attendance**

Regular attendance at school is necessary if students are to gain full benefit from their educational opportunity while in school. Students who have good attendance generally enjoy school more, achieve higher grades, and are more employable after graduating from high school. Nome Public Schools' staff will do everything possible to provide a positive learning environment that will encourage students to attend. The staff and school will inform the parents of their child's attendance record and, through mutual cooperation, work to achieve satisfactory attendance.

## **Absence**

An absence is defined as when a student is not actually physically present in class. All absences, whether excused or unexcused, are counted as absences.

- Absences – Excused

An excused absence is one that meets one of the following requirements:

- Injury or Illness
- Quarantine
- Death in the Immediate/Extended Family
- Medical or Dental Appointment
- Court or Administrative Proceedings
- Religious Observance
- Planned Absences – In the case of planned absences, the school should be notified in advance. Parents should consult with the classroom teacher to determine the appropriateness of homework assignments for their child during the planned absence. Staff will not be required to provide specific instructional assignments for this period of time.
- School Sponsored Absences – School sponsored activity absences are absences due to student participation in school-sponsored clubs, sports activities, or field trips. These absences are considered to be part of the regular school program. Church groups, scouts, beauty pageants, club swim team, leagues, non-school sponsored activities, etc, are not included as school sponsored activities.
- Additional details
  - All excused absences must be accompanied by a parent notification within two (2) school days of the absence.
  - Medical absences beyond three consecutive days with a doctor's note will not

count toward the more than 10/20 absences.

- Absences – Unexcused

An unexcused absence is one that does not meet the requirements of an excused absence.

Additional Details:

- Students leaving the building without first checking out of the school office will be considered unexcused.
- Students who oversleep are considered unexcused.

### **Chronic Absenteeism**

Chronic absenteeism is defined as missing 10 percent or more of school days. Student who are chronically absent, excused or unexcused, are at risk of being left behind. Nome Elementary School's Attendance Team will review students tending towards chronic absenteeism and work with the student and parents to improve the students attendance.

### **Tardy and Early Dismissal**

A tardy is defined as any appearance of a student beyond the scheduled time a class begins.

Tardy – Unexcused: Any student tardy occurring without teacher permission is considered unexcused.

An early dismissal is any departure of a students during scheduled instructional time.

Dismissal – Unexcused: Any student early dismissal without teacher permission is considered unexcused.

### **Truancy**

Truancy is defined as a full day, unexcused absence.

### **NES Attendance Review Committee**

The Nome Elementary School Attendance Committee, including the social worker, teacher and principal, will keep parents advised of attendance issues as needed. This committee will assist parents so attendance can be improved. Parents will be advised, in writing, when their child has three unexcused absences and a conference will be requested to develop an attendance improvement plan.

### **Attendance Recognition**

To encourage excellent attendance, students with no absences, no tardies, and/or no early

dismissal should be recognized regularly with an incentive/reward.

### **Accidents**

Injured students are to report to the nearest staff member or go to the office for help.

### **Activities**

Student activities include clubs, organizations, sports, field trips, and community schools activities, as well as all special activities sponsored by these groups. All school rules and regulations are in force at all school-sponsored functions.

### **Advertising**

All signs, posters, or other announcements for purposes of advertising functions not connected with the school program must be pre-authorized by the Principal before being posted. Such advertisement will be limited to available bulletin board space.

### **Assembly Procedures**

During school assemblies, all students are to remain in the gym until the program is over. Teachers should take students to the restrooms, etc. before the assembly begins. REMEMBER that courtesy is one of the keys to success. Students are to remain seated until the teacher prompts them to exit the assembly. When the assembly is over students are to go with their teacher.

### **Breakfast**

Nome Elementary School is able to provide a free breakfast each school day for all children. Students learn better when they have fuel to learn! The breakfast snack is served from 7:30 a.m. until 7:50 a.m.

### **Bus Rules**

- The driver is in charge! Students must obey the driver and/or bus monitor promptly. No pupil shall sit in the driver's seat.
- Pupils must remain seated while the bus is in motion. Bus drivers are authorized to assign

- seats as necessary.
- Classroom conduct will be observed. Pupils should remember that any action, which distracts the driver, creates a safety hazard.
  - Pupils will be picked up and dropped off at their regularly scheduled bus stop **ONLY**. Only the school principal or his designee may make exceptions.
  - Windows may be opened only with permission of the school bus driver. Students must not extend any part of their bodies out of the windows.
  - Proper conduct in the bus loading zone or bus stop area is as important as proper conduct on the bus. The bus loading/unloading zones are considered part of the school. Students must leave the school bus in an orderly manner. If it is necessary to cross the street, cross **IN FRONT** of the bus, following the instructions of the driver.
  - Pupils must remember that riding the bus is a privilege, not a right. For misconduct the principal, bus contractor, and/or the superintendent of schools may deny this privilege. These rules **ARE NOT** intended to be complete, but form a guide for students.

### **Check Out**

Students need to be checked out at the school office by a parent or guardian if they are leaving school prior to dismissal time.

### **Closed Campus**

Nome Elementary School is a closed campus. Students shall not leave the school grounds at any time during the school day, including lunchtime, without prior authorization of their parent or guardian. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

### **Current Student Information**

We ask that parents please help us keep student information current. If you change your physical address, mailing address, e-mail address, home, work or emergency telephone number, please inform the Nome Elementary School office. We may need to contact you because your child is ill, a weather closure of school, or because of an emergency.

### **Discipline Plan**

We expect responsible, respectful and safe behavior at Nome Elementary School. Every teacher has a classroom discipline plan. If student behavior is inappropriate, serious or repeated, parents will be notified by telephone and may be asked to come to school for a conference.



## **Behavior Expectations**

- Be Safe
- Be Responsible
- Re Respectful

## **Classroom Consequences**

Classroom consequences are at the discretion of the teacher and in accordance with the classroom management plan. Teachers are expected to post classroom expectations and consequences and review these with students. Consequences for repeated and/or serious disruptive conduct will include referral to the principal's office.

## **Focus Room**

The purpose of the Focus Room is for students to “cool down” and/or refocus so they may return to their regularly scheduled classroom instruction. If students are unable to refocus and return to their classrooms after a reasonable “cool down” period of time then students will fall under the Nome Elementary School Discipline Plan for further consequences. The Focus Room is also used for after school detentions and In-School Suspension (ISS).

## **Student Suspension Policy**

### **Authority to Suspend**

The Superintendent of Schools or Principal may suspend a student for any of the acts listed under “Grounds for Suspension and Expulsions” for not more than 10 consecutive days. Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety, or morals of other students, or the student's presence represents a danger to persons or property, or threatens to disrupt the instructional process. If the Board is considering expulsion of a suspended student, the Superintendent or designee may, in writing, extend the suspension until the Board has made a decision.

### **Short Term Suspension Procedures (10 days or less):**

- Informal Conference: Suspension shall be preceded by an informal conference

conducted by the Principal and the Focus Room coordinator. This conference will include the student, parent, and when possible, the teacher, or school employee that has information about the incident. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense. At the end of this discussion if the Principal believes the student is guilty of misconduct, the student may be suspended for up to 10 days. A student suspended from school may not participate in any school or district-sponsored activity; furthermore, he/she is not allowed on Nome Public Schools premises during any school or district-sponsored event.

- This conference may be omitted if the Principal, designee, or Superintendent determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.
- Administrative Actions: The principal will determine whether a student is suspended for disciplinary reasons. The principal will notify the Superintendent of any suspensions.
- Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension.
- This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

### **Expulsion**

The principal or superintendent may recommend expulsion of a student to the School Board. A parent/guardian in this situation will receive a copy of the school board policy concerning expulsion.

### **Dress Code**

School is preparing students for future employment. Students need to dress appropriately every day. To create a favorable climate for learning, students' appearance shall be neat and clean. Any clothing that is distracting, interferes with the educational process, or presents health and safety hazards is not permitted. Garments that display profane or obscene words, advocate gangs, illegal drugs, tobacco, or alcohol are not allowed at school. Undergarments should not be visible. No low-cut attire will be allowed. Students wearing prohibited clothing will be sent home to change unless parents agree to bring acceptable attire to school for the student to change into. Students may be asked to cover up the offensive clothing in lieu of going home. Subsequent instances of inappropriate dress will be treated as willful disobedience resulting in further disciplinary action.

### **Discipline**

ALL DISCIPLINE PROCEDURES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION AND MAY BE CHANGED AS NEEDED.

Various student misbehaviors and the consequences/punishments that apply have been listed in this handbook. However, the Nome Public Schools System recognizes that other behaviors may endanger the welfare and/or safety of other students, faculty, staff, or cause disruption to the good order and discipline in the schools. The school system reserves the right to punish such behavior not specified in the Nome Elementary School Discipline Plan. Students should recognize their responsibility to know the contents of this handbook and to ask faculty or staff members for any clarification.

### **Family Education Records Privacy Act (FERPA)**

Guidelines for the collection, maintenance and dissemination of pupil records are in school board policy, which state that the pupil's records are open to inspection by the student and/or his/her parent/guardian by scheduled appointment during regular school hours.

### **Fire/Evacuation Drill**

Fire drills are required by state law to be held once each month during the school year. All students and staff will react to each fire drill as if it were an actual fire. Students will follow the direction of the supervising adult. No one should return to the building until the all clear is announced. Each student should become familiar with the evacuation plan posted in the classroom.

### **Field Trips**

Throughout the year your child's class will be taking several field trips and participating in several activities that will take them away for NES. Please complete a blanket permission slip for all field trips/activities. Teachers will provide information on each field trip/activity throughout the year.

### **Homework Responsibility**

Homework should reinforce classroom-learning objectives and be related to student needs and abilities. We ask that all students spend a minimum of 20 minutes on homework per night, Monday through Thursday. This could be 20 minutes of reading. Homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. Students shall be given the opportunity to make up schoolwork missed because of absences and shall receive full credit if the work is turned in according to a reasonable makeup schedule.

### **Illness**

Attendance at school is important! However, if students are sick, please stay home until you are well enough to come back to school. Please don't send your child to school if he or she has a communicable illness eg: strep throat, chicken pox, colds, flu, fever, pink eye, vomiting, coughing, diarrhea, etc. If a student exhibits any of these symptoms at school the parents will be notified and the student will be sent home. Please notify the school at 443-5299 by 8:00 a.m. if your child will not be at school.

### **Immunizations**

All students attending Nome Elementary School are required by law to have proper immunizations. Students that are not properly immunized will not be allowed to attend school until such immunizations are received and the school has documentation of the required immunizations. The responsibility for insuring that immunizations are current shall lie with the parent or guardian. If you have questions, please contact the school secretaries or the Public Health Nurses at Norton Sound Health Corporation.

### **Technology Acceptable Use Agreement**

We are pleased to be able to offer students of Nome Public Schools access to the District computer network for Internet access and electronic mail. To obtain access to the Internet, all students must have parental permission and must sign and return a copy of this form to the school office.

## **Lost and Found**

Articles found in classrooms and halls are turned into the office or placed in the "Lost and Found" (in the Nome Elementary School front entrance). It is your responsibility to check for lost articles. At the end of each semester, any unclaimed items will be donated to charity. It is always a good idea to label clothing and lunch containers.

## **Breakfast Lunches**

School Breakfast and lunches are served every day. A well-balanced breakfast and lunch is offered no cost to the student. We are pleased to inform you that Nome Public Schools will be implementing a new option available to schools participating in the National School Lunch and . Adult lunches are \$6.60.

The following are student lunchroom expectations:

- Follow all lunchroom rules and adult directions
- Sit at assigned tables
- Use good “restaurant” manners
- Stay seated until excused by an adult
- Take a milk
- Clean or help to clean up spills or accidents with trays
- Voice level 1 in line; Voice level 2 while seated
- Keep hands, feet and other objects to self
- Use the restroom prior to arriving in the lunchroom. Students must receive permission before going to the restroom during lunch.
- Students will not be able to use a microwave to heat up their lunches
- Remain in the lunchroom until picked up by classroom teacher.

## **Medicine**

Students needing to take prescription medicine during the school must leave the medicine with the secretary. All prescribed and over-the-counter medicine must be in the original bottle. Parents will need to complete and sign a Medication Form prior to any medication being dispensed to a student.

## **Playground**

The playground is for student use and is supervised by school employees during recess. The playground is off limits to all students at the end of the school day. Dogs are never allowed on the playground.

## **Search and Seizure**

- Student Desks – Students' desks are part of the school building, and as such are under the supervision and jurisdiction of school officials. School officials at any time there is a reason to believe that something of illegal nature is contained within their desk or if a teacher is searching for student assignments may search the student desk.
- Personal Searches – A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Any student who evades or flees from staff in order to avoid a personal search or search of their personal effects will be assumed to be in possession of the substances that caused the "reasonable suspicion." If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same gender and with an adult witness present. If extreme emergency conditions exist that endanger the health and safety of others, a more intrusive search of a student's person will be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only upon prior approval of the superintendent or his/her designee.
- Seizure of Illegal Materials – If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities.

## **Student Recognition**

Celebrating the special qualities of each student and expecting the best from each student will continue to be the practice at Nome Elementary School.

- Attendance – To encourage excellent attendance during the school year, students with no absences and no tardies will be recognized regularly with an incentive/reward.
- High Table – Every class is recognized during the school year. All students have the opportunity to eat lunch on the High Table with their parents. Parents are encouraged to join their child for lunch.

## **Substitute Teachers**

Our school is fortunate in having qualified substitute teachers to help us whenever our regular teachers are away from the classroom. Substitute teachers have the same authority and

responsibilities as the regular teacher.

### **Telephone Calls**

Students must receive permission of the classroom teacher before using the phone. The classroom teacher shall make a determination whether to allow the call. Phone calls to students during classes will not be permitted. Students should make personal calls from the phone installed in our front entryway, not in the office. If there is an emergency situation, the office will contact the student. When students need to call home because of illness, someone in the office must speak to the parent/guardian to notify the parent/guardian.

### **Textbooks**

Students are responsible for the replacement cost in case of loss of, or damage to textbooks issued to them including library books. Before a student can be issued a replacement text for a lost or stolen book, the student must pay for the cost of the initial book/textbook. Students who do not return library or textbooks in the spring shall not be issued textbooks the following year, until replacement costs are paid or all missing books are returned. Before a student's record can be cleared, all charges against the student must be paid.

### **Visitors/Passes**

All parents are welcome at Nome Elementary School. However, we ask all visitors to sign in before they go to classes. Individuals and/or out of attendance area guests need approval from the principal. No student visitors are permitted during instructional times unless they are taking part in a specific curricular or extracurricular program. Visiting friends and relatives may purchase and/or eat lunch at school and go to recess if accompanied by their parent/guardian.

### **Volunteers and Visitors**

Nome Elementary School appreciates everything volunteers do to assist students, faculty, and staff. All volunteers are asked to complete a Volunteer Agreement and submit to a background check if required.

### **Background Checks for Volunteers**

Regular volunteers are required to complete background checks that include, but are not limited

to, those who help in the following activities:

- Volunteers with a regular schedule in the school (morning gym, classroom, health room, playground, cafeteria, library, greeters)
- Activity/Club mentor, volunteer or chaperone
- Overnight school trip chaperone
- Volunteer coach (interscholastic or intramural)
- Volunteer attending field trip

Occasional volunteers will not be required to complete background checks. The school staff will conduct a minimal background screening for those individuals as appropriate. This category includes, but is not limited to, those who help in the following activities:

- Occasional volunteer (ex. classroom party, school/community event)
- School-sponsored events (ex. career fairs, book fairs, after-prom, science fairs, school dances, guest speakers, field day, registrations)
- Projects w/little or only incidental contact w/students (ex. fundraisers, boosters, concession stands, scorekeepers)
- School Improvement Teams, School Leadership Team, and PTA participants

We appreciate your cooperation and support of this new expanded background check program. We share with you the priority to ensure the welfare and safety of our students. Copies of the Nome Elementary School Volunteer Agreement are available in the main office. Please contact the school office or NPS Human Resources with any questions you may have regarding this program.

### **Wolverine Code of Excellence**

Nome Elementary School's staff hope that students will demonstrate the values described in the Wolverine Code of Excellence.

**Wolverines** are **INDUSTRIOUS** by:

- Listening carefully to our teachers
- Paying attention and participating in class
- Working hard at whatever we do
- Taking pride in what we do and doing our best
- Being productive and getting things done
- Being dedicated to a task, job, and our values

**Wolverines** are **OBEDIENT** by:

- Following the Code of Excellence
- Obeying those with authority
- Following instructions promptly without complaint
- Obeying the Laws of the Land

**Wolverines** are **RESPONSIBLE** by:

- Being prompt – ready for and on time for school, with homework and activities



- Having self control – being able to control and take responsibility for our own actions
- Being dependable – doing what we say we will do
- Being self motivated – being able to do things with excitement and without being told

**Wolverines** are **COOPERATIVE** by:

- Helping and assisting others
- Using our talents and abilities to better our family, school and community
- Being fair with ourselves and others
- Sharing with others

**Wolverines** are **HONEST** by:

- Being trustworthy in our dealings with others
- Having a good reputation by telling the truth and doing our own work
- Being loyal to our families, culture and social values
- Not taking things that belong to others

**Wolverines** are **AWARE OF SELF WORTH** by:

- Understanding the self worth of every individual
- Being neat and clean in all we do
- Taking pride in the way we dress
- Keeping ourselves healthy and physically fit

**Wolverines** are **THOUGHTFUL** by:

- Being kind to all living things
- Having sportsmanship – being a good loser & winner, taking turns, and following rules
- Being polite – listening when others are speaking
- Having good manners – saying “please”, “thank you”, and “you are welcome”

**Wolverines** are **RESPECTFUL** by:

- Showing respect in the classroom, playground, lunchroom, and on the bus
- Respecting ourselves and being a good example
- Taking care of what belongs to us and respecting what belongs to others
- Taking care of personal and school property
- Showing concern for others –not hurting people’s feelings by what we say and do
- Treating others as they would like to be treated
- Making and keeping good friends
- Understanding and accepting people’s differences

**Wolverines** are **HUMOROUS** by:

- Finding fun in both work and play
- Smiling – wearing a happy face
- Possessing a sense of humor
- Taking things in stride
- Laughing with people rather than at them



## **Inupiaq Values**

**Knowledge of Language**

**Respect for Others**

**Sharing**

**Cooperation**

**Humility**

**Respect for Elders**  
**Love for Children**  
**Hard Work**  
**Resolve Conflict**  
**Respect for Nature**  
**Domestic Skills**  
**Spirituality**  
**Humor**  
**Family Roles**  
**Hunter Success**  
**Responsibility to Community**

**Knowledge of Family Tree**

**Nome Elementary School Discipline Plan**

<b>Discipline Plan Consequences</b>			
<p>The consequences listed below serve as a guide. Parents will be informed of any documented discipline plan violations. Consequences for Special Education Students may be modified to work within the guidelines set by the IEP, State, and/or Federal Law. Severe behavior infractions may also result in the loss of any ongoing school sponsored event and/or community schools activities. This includes basketball games and practices or other activities. Consequences for any documented Discipline Plan Violation(s) beyond the “Third Offense” are at the discretion of the Principal and/or Superintendent.</p>			
<b>Truancy</b>			
3 Unexcused Absences	5 Unexcused Absences	Further Unexcused Absences	Further Unexcused Absences

Inform Social Worker, Parent Meeting with Attendance Committee	Superintendent or Designee Notifies Nome Police Department to Issue Citation for Educational Neglect	Refer to Social Worker and Notify Nome Police Department to Issue Citation for Educational Neglect	Refer to Social Worker and Notify Nome Police Department to Issue Citation for Educational Neglect
<b>Attendance</b>			
Violation	First Offense	Second Offense	Third Offense
Skipping Class or Out of Class Without Pass or Permission	Issue a Warning	30 Minute After School Detention	Two consecutive 30 Minute After School Detentions (Severe)
Leaving School Without Permission	30 Minute After School Detention and notify Parent/Guardian	Two consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe) and Advise Parent/Guardian
<b>Bus Behavior: All school rules apply when waiting for or riding the bus.</b>			
<b>Class A Bus Behavior: Serious Behavior Infractions</b>			
First Offense	Second Offense	Third Offense	Fourth Offense
1 Day Suspension from Bus	5 Day Suspension from Bus	20 Day Suspension from Bus	Bus Privilege Lost for the Rest of the Year
<b>Class B Bus Behavior: Disrespectful Behavior, Not Following Directions of the Bus Driver, Safety Violations</b>			
First Offense	Second Offense	Third Offense	Fourth Offense

Issue a Warning	Meet with Principal or Focus Room Coordinator	1 Day Suspension from Bus	5-10 Day Suspension from Bus
<b>Drugs, Tobacco, and/or Alcohol</b>			
Violation	First Offense	Second Offense	Third Offense
Tobacco (Possession/ Use)	Two 30 Minute After School Detentions; Inform Social Worker and Police	1 Day Suspension (Severe) Inform Social Worker and Police	3 Day Suspension (Severe) Inform Social Worker and Police
Drugs/ Alcohol (Possession/ Use)	3 Day Suspension (Severe) Inform Social Worker & Report to Police	5 Day Suspension (Severe) Inform Social Worker & Report to Police	7 Day Suspension (Severe) Inform Social Worker and Report to Police
Drugs/ Alcohol (Distribution )	Up to 10 Days Suspension Report to Police	At the Discretion of the Principal or Superintendent	At the Discretion of the Principal and/or Superintendent
<b>Inappropriate Language Usage: Written or Verbal</b>			
Violation	First Offense	Second Offense	Third Offense
Inappropriate Language, Gestures, Profanity	30 Minute After School Detention	Two 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe)
Swearing and/or Gesturing at Staff	Two 30 Minutes After School Detentions or Suspension (Severe)	1-3 Day Suspension (Severe)	2-5 Day Suspension (Severe)
<b>Violence</b>			
Violation	First Offense	Second Offense	Third Offense

Unwarranted Physical Contact	Recess Detention 30 Minute After School Detention (Severe)	Two consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe)
Inciting, Teasing, Bullying or Threatening Another Student	Recess detention, 30 Minute After School Detention- Refer to Social Worker	Two consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe)
Possession of Toy Weapons	Confiscate Parent Retrieval 30 Minute Detention	Confiscate – No Retrieval Two Consecutive 30 Minute After School Detentions (Severe)	Confiscate – No Retrieval Two Consecutive 30 Minute After School Detentions (Severe)
Possession of Knives	Confiscate – No Retrieval Up to 5 Day Suspension (Severe)	Confiscate – No Retrieval Up to 10 Day Suspension Expulsion Process (Severe)	Confiscate – No Retrieval Expulsion Process (Severe)
Throwing Snowballs, Rocks, or Ice	Recess Detention, 30 Minute After School Detention	Two Consecutive 30 Minute After School Detentions (Severe)	Three Consecutive 30 Minute After School Detentions/ Suspension
Possession of or Use of Fireworks	Confiscate - No Retrieval Two Consecutive 30 Minute After School Detentions	Confiscate – No Retrieval Three 30 Minute After School Detentions	Confiscate - No Retrieval 1 Day Suspension (Severe)
Possession of or Use of Laser Pointer	Confiscate - No Retrieval 30 Minute After School Detention	Confiscate - No Retrieval Two Consecutive 30 Minute After School Detentions	Confiscate - No Retrieval 1 Day Suspension (Severe)

Terroristic Threats	Inform Police & 1 Day Suspension (Severe)	Inform Police & 3 Day Suspension (Severe)	Inform Police & 5 Day Suspension (Severe)
Fighting	Recess Detentions, Two Consecutive 30 Minute After School Detentions (Severe)	3 Day Suspension (Severe)	5 Day Suspension (Severe)
Harassment of Students and/or Staff Member	Recess Detentions, Inform Social Worker, Two 30 Minute After School Detentions (Severe)	Inform Social Worker and Police; Four Consecutive 30 Minute After School Detentions (Severe)	Inform Social Worker and Police; 1 Day Suspension (Severe)
Sexual Harassment: Bullying and/or Teasing About Sexual Preference of Sexuality, Causing Emotional Distress to Another	Inform Social Worker Participate in Sessions With Social Worker to Learn Positive Ways to Interact With Others	Inform Social Worker; Continue Sessions With Social Worker to Learn Positive Ways to Interact With Others; Meeting With Parents	Inform Social Worker and Police; 1 Day Suspension
Physical Assault of a Student	Inform Police 1-3 Day Suspension (Severe)	Inform Police Up to 7 Day Suspension (Severe)	Inform Police, Expulsion Process (Severe)
Physical Assault, Intimidation of Staff	Up to 5 Day Suspension (Severe)	Inform Police & 10 Day Suspension (Severe)	Inform Police; Expulsion Process (Severe)
Robbery and/or Extortion	5 Day Suspension Inform Police (Severe)	10 Day Suspension Inform Police (Severe)	Expulsion Process Inform Police (Severe)

Weapons	Expulsion Inform Police		
<b>School and/or Personal Property</b>			
Violation	First Offense	Second Offense	Third Offense
Graffiti and Vandalism	Clean Up or Replace, 30 Minute After School Detention, Cost of Cleaning	Clean Up or Replace, Two Consecutive 30 Minute After School Detentions (Severe)	Clean Up or Replace, 1 Day Suspension (Severe)
Littering, Throwing Food, or Chewing Gum	Clean Up, Recess Detention, 30 Minute After School Detention	Clean up, Two 30 Minute After School Detentions	Clean up, 1 Day Suspension (Severe)
Possession of Matches or Lighters	Confiscate; No Retrieval 30–Min. Detention	Two 30 Minute After School Detentions (Severe)	Confiscate; No Retrieval 1 Day Suspension (Severe)
Playing with Fire	Up to 5 Day Suspension Inform Police and Fire Department (Severe)	Up to 10 Day Suspension Inform Police and Fire Department (Severe)	Expulsion Inform Police and Fire Department (Severe)
Arson	10 Day Suspension Inform Police and Fire Department (Severe)	Expulsion Process Inform Police and Fire Department (Severe)	
Destroying or Defacing Property	Recess/After School Detention -1 Day Suspension Replace/Repair Property (Severe)	Inform Police 3 Day Suspension Replace/Repair Property (Severe)	Inform Police 5 Day Suspension Replace/Repair Property (Severe)

Theft of Items Valued at Less than Approximately \$25	After School Detention, 1 Day Suspension Return or Replace Property (Severe)	Up to 3 Day Suspension; Return or Replace Property (Severe)	Up to 5 Day Suspension Inform Police; Return or Replace Property (Severe)
Theft of Items Valued at More than Approximately \$25	Up to 3 Day Suspension Inform Police; Return/Replace Property (Severe)	Up to 5 Day Suspension Inform Police; Return/ Replace Property (Severe)	Up to 7 Day Suspension Inform Police; Return/ Replace Property (Severe)

**Disruption of the Educational Process**

Violation	First Offense	Second Offense	Third Offense
Use of Personal Electronic Devices in School/ Class: Includes Cell Phones & iPod Type Devices	Confiscate Item Parent Retrieval	Confiscate Item Parent Retrieval 30 Minute After School Detentions	Confiscate Item Parent Retrieval Two Consecutive 30 Minute After School Detentions - Suspension
Use or Possession of Items Which are Inappropriate in a School Environment	Confiscate Item Parent Retrieval	Confiscate Item Parent Retrieval 30 Minute After School Detentions (Severe)	Confiscate Item Parent Retrieval Two Consecutive 30 Minute After School Detentions (Severe)
Failure to Follow Directions of Staff	30 Minute After School Detention	Two Consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe)



Keeping Others From Learning	30 Minute After School Detention	Two Consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension
Dress Code Violation	Given Opportunity to Correct Inappropriate Attire	One 30 Minute After School Detention	Two Consecutive 30 Minute After School Detentions
Lack of Respect	30 Minute After School Detention	Two Consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe)
Defiance	30 Minute After School Detention	Two consecutive 30 Minute After School Detentions (Severe)	1 Day Suspension (Severe)
Cheating	No credit 30 Minute After School Detention	No credit Two consecutive 30 Minute After School Detentions (Severe)	No credit and 1 Day Suspension (Severe)
Setting False Fire Alarm	After School Detentions Up to 3 Days of Suspension	Up to 5 Day Suspension Inform Police (Severe)	Up to 10 Day Suspension Inform Police (Severe)
Sleeping in Class	Issue First Warning to Stay Awake and Alert	Issue 2nd Warning to Stay Awake and Alert	Call Parent- Go Home to Get Some Sleep