

# PHILLIPSBURG HIGH SCHOOL



## *STUDENT DISCIPLINE HANDBOOK*

*2011-2012*

## CONTENTS

Philosophy	3
Locker Searches	3
Interquest/Car Search	3
Discipline Notes	3
Accidental Destruction of Property	4
Alcohol—Student Involvement	4
Arson	4
Aggravated Battery	4
Battery	4
Bullying	5
Detention Violations-Classroom	5
Detention Violations-Office	5
Disruptive Behavior	5
Dress Code Violations	5
Driving Violations	6
Extortion	6
Failure to Participate in Required Activities	6
False Note /Call or Fraudulent Misuse of a School Form	6
Fighting	6
Flagrant Misbehavior	7
Flagrant Misbehavior Towards Staff	7
Handbags/Book Bags	7
Horseplay	7
Illegal Substances-Student Involvement	7
Inappropriate Behavior	8
Inappropriate Items-Paraphernalia	8
Inappropriate Communication	8
Leaving Class/Lunchroom Without Permission	8
Leaving School Without Permission	8
Lunchroom Misbehavior	9
Office Referral	9
Open Defiance	9
Physical Force Used Against Any USD 325 Employee	9
Prejudicial Behavior	9
Public Display of Affection	9
Refusal to Obey Reasonable Requests (Insubordination)	10
Sexual Harassment	10
Tardy	10
Terroristic Threat	10
Theft or Possession of Stolen Property	10
Threats-Verbal or Written Harassment	11
Tobacco—Student Use/Possession	11
Transportation-School	11
Throwing Objects	11
Vandalism	11
Weapons	12
Suspension Procedures	13

## PHILOSOPHY AND PURPOSE

In order for Panther students to grow and learn, a safe and orderly environment must exist within our school. The high school administration and faculty have high expectations regarding appropriate behavior of Panther students. The discipline handbook guidelines are approved and supported by the USD 325 Board of Education.

Parents and students are encouraged to read the handbook and be familiar with the infractions and consequences for violation of infractions contained within. Policies and procedures outlined in this handbook are intended as a guide to cover most but not all situations that arise. **School officials have the authority to exercise discretion in applying policy to individual cases.**

## LOCKER SEARCHES

School Lockers are school property; therefore, the high school reserves the right to search student lockers at any time, for any reason.

## PROVIDENCE CANINES

USD 325 has contracted with Providence Detection Canines for an unspecified number of visits by their trained dogs. Please be aware that these dogs are trained to detect a wide range of illegal drugs and weapons—including, but not limited to—gunpowder, narcotics, alcohol, and over-the-counter medications. Detection of illegal items will be referred to law enforcement.

## DISCIPLINE HANDBOOK NOTES

Disciplinary consequences commonly used in schools include: time-out, detention, assignment to a study carrel, writing assignments, community/school service, restitution, required apologies, exclusion from extra-curricular activities, exclusion from a particular class, counseling, in-school suspension, and out-of-school suspension. Panther school officials have the authority to exercise discretion in their choice of consequences. The disciplinary consequence chosen to use with a particular student in a particular situation should be reasonable and designed to change a student's behavior. The consequence should also promote a safe and orderly learning environment.

Parents play an important role in the disciplinary philosophy of Phillipsburg High School. We need your help regarding your student's behavior. If we work together, we can be more successful in teaching appropriate behavior. Parents will be contacted when students receive a suspension for their behavior.

**Behavior Points** are assigned for various violations. If a student accumulates 10 points in a semester or 15 points in a year, a LTS hearing will be held for that student. In the case where several violations are committed, all Behavior Points will accumulate. Points will start at zero every school year.

**ISS** is shorthand for in-school suspension. In-School Suspension is defined as 1-10 days in school.

**OSS** is shorthand for out-of-school suspension. Short-Term Suspension is defined as 1-10 days.

**LTS** is shorthand for Long-Term Suspension. The length of a Long-Term Suspension is generally recognized as the remainder of the present school year.

**Expulsion** is a suspension that can last for a maximum total of 186 school days.

**Classroom Detentions** are controlled by the individual teacher.

**Office Detentions** have the following parameters:

- 1) In general, office detentions can only be served after the school day has ended. (3:05-3:35 PM) If there are emergency circumstances, other arrangements can be made by the principal.

- 2) Students cannot be tardy to detention and must bring material to read or work on.
- 3) Failure to serve detention or follow detention guidelines may result in a 1 day ISS.
- 4) All detentions mentioned in this handbook are office detentions.

### **ACCIDENTAL DESTRUCTION OF PROPERTY (1 Behavior Point)**

Students are responsible for the accidental destruction of property, unless the property destruction is the result of following coach/teacher/sponsor instructions. It can be student property or school district property.

Step 1: Restitution

Step 2: Restitution, 1 Day of ISS

### **ALCOHOL—STUDENT INVOLVEMENT (4 Behavior Points)**

The consumption, possession, under the influence, transfer, and distribution of alcohol anywhere on school property or at a school-sponsored activity is prohibited. Students involved in extra-curricular activities will face additional consequences due to the Student-Activities handbook.

Step 1: 5 Days OSS, notification of police.

Step 2: 10 Days OSS, notification of police.

Step 3: 10 Days OSS, LTS/Expulsion Hearing, notification of police.

### **ARSON (4 Behavior Points)**

Arson is defined as the malicious and intentional burning of property (as a building). Legal authorities will be notified.

1st Incident: 5 days OSS, LTS or Expulsion hearing, notification of police.

### **AGGRAVATED BATTERY (4 Behavior Points)**

Aggravated battery is defined as the unlawful touching or application of force to the person of another with intent to injure that individual and which inflicts great bodily harm, causes disfigurement, dismemberment or death.

1st Incident: 5 days OSS, LTS or Expulsion hearing, notification of police.

### **BATTERY (3 Behavior Points)**

Battery is defined as the unlawful, intentional touching or application of force to the person of another, which is done in a rude, insolent, or angry manner. Battery could involve such acts as slapping, scratching, punching, kicking, shoving, biting, and hair pulling.

1st Incident: 3 days OSS, notification of police.

2nd Incident: 5 days OSS, notification of police.

3rd Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

## **BULLYING (2 Behavior Points)**

Bullying includes, but not limited to verbal abuse, name-calling or physical contact other than fighting. This may occur at school, school activities, or cyber-bullying: using emails, texting, sexting, message boards, or social networking sites to harass.

- 1st Incident: Warning and a meeting with Counselor. Notification of police possible.
- 2nd Incident: 1-3 detentions and a meeting with Counselor. Notification of police possible.
- 3rd Incident: 1 day ISS. Notification of police possible.
- 4th Incident: 1 days OSS. Notification of police possible.
- 5<sup>th</sup> Incident: 3 days OSS. Notification of police possible.

## **DETENTION VIOLATIONS – CLASSROOM (1 Behavior Point)**

Classroom detentions may be assigned at the discretion of the individual teacher. Failure to appropriately serve a classroom detention is a violation.

- 1st Incident: 1 classroom detention becomes 2 office detentions.

## **DETENTION VIOLATIONS – OFFICE (1 Behavior Point)**

Office detentions are served in a designated spot after school from 3:05-3:35 PM. Failure to appropriately serve an office detention is a violation.

- 1st Incident: 1 day ISS.
- 2<sup>nd</sup> Incident: 2 days ISS.
- 3<sup>rd</sup> Incident: 1 day OSS.

## **DISRUPTIVE BEHAVIOR (1 Behavior Point)**

Disruptive behavior is defined as behavior that affects the instructor’s ability to teach, a student’s ability to learn, and adversely affects the learning environment of the classroom or school. Teachers are encouraged to use parental contact as an initial intervention. Incidents accumulate in the same class.

- 1st Incident: Removal from class for one day and 1-3 detentions.
- 2nd Incident: Removal from class for one day and one day ISS.
- 3rd Incident: 1 day OSS.
- 4th Incident: 3 days OSS.
- 5th Incident: 5 days OSS, possible LTS or Expulsion hearing.

## **DRESS CODE VIOLATIONS (1 Behavior Point)**

The dress code is defined in detail in the student/parent handbook. Failure to dress appropriately at school or an activity during the school day is a violation.

- 1st Incident: Change to appropriate dress: may be required to wear a “Principal” T-shirt.
- 2nd Incident: Same as above along with 1 detention.
- 3rd Incident: Same as above with 2-5 detentions.
- 4th Incident: 1 day ISS.
- 5<sup>th</sup> Incident: 1 day OSS.

### **DRIVING/PARKING VIOLATIONS (1 Behavior Point)**

Driving a vehicle on school property is a privilege and not a right. Students who drive a vehicle to school or school activities are expected to operate that vehicle in a safe manner. Failure to do so is a violation. Students are not to park in staff/visitor parking.

- 1st Incident: Warning.
- 2nd Incident: 1 week suspension of driver privileges on school property.
- 3rd Incident: 30-day suspension of driver privileges on school property.
- 4th Incident: Suspension of driving privileges on school property.

### **EXTORTION (3 Behavior Point)**

Extortion is defined as an attempt to acquire money, property, schoolwork, or services of any type from another student by using threats or force.

- 1st Incident: 3 days ISS.
- 2nd Incident: 1 day OSS.
- 3rd Incident: 5 days OSS.

### **FAILURE TO PARTICIPATE IN REQUIRED ACTIVITIES (1 Behavior Point)**

Repetitive refusal to participate in required learning activities during class time is a violation. This includes bringing appropriate materials to class and sleeping.

- 1st Incident: Teacher discretion regarding consequence along with parental contact.
- 2nd Incident: Removal from class that day and 1 detention.
- 3rd Incident: Removal from class that day and 3 detentions.
- 4th Incident: Removal from class that day and 1 day of ISS.

### **FALSE NOTE/CALL OR FRAUDULENT MISUSE OF SCHOOL FORM (2 Behavior Points)**

Involvement in the falsification of a note or phone call is a violation. Misuse of a school form for any false purpose is a violation.

- 1st Incident: 3 detentions.
- 2nd Incident: 1 day OSS.
- 3rd Incident: 5 days OSS.
- 4th Incident: 10 days OSS, possible LTS or Expulsion Hearing.

### **FIGHTING (2 Behavior Points)**

Fighting or use of physical force with anger will not be permitted at school, on school property, or at school-sponsored activities. All identified combatants will receive consequences including those spectators who verbally instigate.

- 1st Incident: 3 days ISS, possible notification of police.
- 2nd Incident: 2 days OSS, possible notification of police.
- 3rd Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

### **FLAGRANT MISBEHAVIOR (3 Behavior Points)**

Flagrant misbehavior is defined as an unsafe act that jeopardizes the health, safety, or physical well being of students and staff. Possible examples include possession or use of exploding fireworks, smoke bombs, explosive noisemakers, and setting off a false fire/tornado alarm.

- 1st Incident: 3 days OSS, possible notification of police.
- 2nd Incident: 5 days OSS, possible notification of police.
- 3rd Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

### **FLAGRANT MISBEHAVIOR TOWARDS STAFF (4 Behavior Points)**

Flagrant misbehavior towards staff includes but is not limited to threats, obscenity, profanity, vandalism, and menacing or threatening gestures.

- 1st Incident: 3 days OSS.
- 2nd Incident: 5 days OSS, LTS or Expulsion Hearing.
- 3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

### **HANDBAGS/PURSES/BOOK BAGS (1 Behavior Point)**

Handbags (purses) and book bags will not be used during the school day. Students are welcome to use book bags to bring items to and from school, but they will not be permitted to carry bags throughout the school day. Such bags shall be kept in a locker during the day.

- 1<sup>st</sup> Incident: Warning
- 2<sup>nd</sup> Incident: 1 detention.
- 3<sup>rd</sup> Incident: 2 detentions.
- 4<sup>th</sup> Incident: 1 day ISS.

### **HORSEPLAY (1 Behavior Point)**

Horseplay is defined as physical actions that are disruptive to the learning environment plus could result in injury to participants and others even though there was not any intent to cause injury.

- 1st Incident: Warning.
- 2nd Incident: 1-3 detentions.
- 3rd Incident: 1-3 days ISS.

### **ILLEGAL SUBSTANCES - STUDENT INVOLVEMENT (5 Behavior Points)**

The consumption, possession, under the influence, transfer, and distribution of any illegal substance (i.e. drugs) anywhere on school property or at a school sponsored activity is prohibited. This will include OTC drugs that are not cleared through the office.

- 1st Incident: 10 days OSS (administration may seek LTS/Expulsion Hearing), notification of police.
- 2nd Incident: 10 days OSS, notification of police, LTS/Expulsion Hearing.

### **INAPPROPRIATE BEHAVIOR (1 Behavior Points)**

There are inappropriate behaviors that will not fit precisely into other violation categories. This category is defined as a “catch all” category.

- 1st Incident: 1-5 detentions.
- 2nd Incident: 1 day ISS.
- 3rd Incident: 2 day ISS.
- 4th Incident: 1 days OSS.

### **INAPPROPRIATE ITEMS or PARAPHERNALIA (1 Behavior Point)**

This is a “catch all” category for administrative discretion for items that do not belong at school. This includes cell phones, CD players, iPods, etc. Punishment must be served to receive item back. After 4<sup>th</sup> incident, student may not bring item back to school and now becomes refusal to obey reasonable request.

- 1st Incident: Confiscation, parent/guardian must retrieve item
- 2nd Incident: Confiscation, parent/guardian must retrieve item, 1 detention.
- 3rd Incident: Confiscation, parent/guardian must retrieve item, 3 detentions
- 4th Incident: Confiscation, parent/guardian must retrieve item, 1 day ISS

### **INAPPROPRIATE COMMUNICATION (1 Behavior Point)**

Inappropriate communication includes but is not limited to profanity, inappropriate gestures and drawings. (i.e. agendas, school property, or objects on school grounds)

- 1st Incident: Warning.
- 2nd Incident: 1 detention.
- 3rd Incident: 1 day ISS.
- 4th Incident: 1 day OSS.

### **LEAVING CLASS/LUNCHROOM WITHOUT PERMISSION (1 Behavior Point)**

Students are not allowed to leave the classroom or lunchroom without supervisor permission. This includes being gone for unreasonable amounts of time.

- 1st Incident: 1 detention.
- 2nd Incident: 3 detentions.
- 3rd Incident: 1 day ISS.

### **LEAVING SCHOOL WITHOUT PERMISSION (2 Behavior Points)**

Students must check out through the school office in order to leave school property. This includes, but not limited to leaving to go to vehicles in the school parking lot.

- 1st Incident: 3 detentions.
- 2nd Incident: 1 day ISS
- 3rd Incident: 1 day OSS.

### **LUNCHROOM MISBEHAVIOR (1 Behavior Point)**

This is defined as any behavior that violates lunchroom procedures.

- 1st Incident: Help with cleaning of the lunchroom 1-5 days.
- 2nd Incident: 1-5 detentions.
- 3rd Incident: 2 days ISS.

### **OFFICE REFERRAL (1 Behavior Point)**

Any office referral will receive a minimum of one Behavior Point with the possibility of detention time.

### **OPEN DEFIANCE (3 Behavior Points)**

Open defiance is the exhibition of rude, uncooperative, argumentative behavior that challenges the authority of an adult supervisor's reasonable request. This includes refusing to serve ISS.

- 1st Incident: 3 days OSS.
- 2nd Incident: 5 days OSS.
- 3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

### **PHYSICAL FORCE AGAINST ANY USD 325 EMPLOYEE (5 Behavior Points)**

Physical force against an employee will not be tolerated.

- 1st Incident: 5 days OSS, LTS or Expulsion Hearing.

### **PREJUDICIAL BEHAVIOR (2 Behavior Points)**

Any behavior or communication that is derogatory and inflammatory regarding race, religion, ethnic origins, handicap conditions, and sexual orientation will not be tolerated.

- 1st Incident: 3 days OSS.
- 2nd Incident: 5 days OSS.
- 3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

### **PUBLIC DISPLAYS OF AFFECTION (1 Behavior Point)**

Students are allowed to hold hands and have a simple embrace. Kissing, long embraces, and inappropriate placing of hands will not be tolerated.

- 1st Incident: Warning
- 2nd Incident: 1 detention
- 3rd Incident: 2 detentions
- 4th Incident: 1 day ISS

**REFUSAL TO OBEY REASONABLE REQUESTS (INSUBORDINATION)**  
**(2 Behavior Points)**

Students are to obey reasonable requests from adult supervisors immediately and without argument.

- 1st Incident: 3 days ISS
- 2nd Incident: 1-day OSS
- 3rd Incident: 2 days OSS
- 4th Incident: Now defined as open defiance with appropriate consequences.

**SEXUAL HARASSMENT (3 Behavior Points)**

Sexual harassment is defined as a practice that adversely affects others by creating a hostile, or threatening environment. This includes, but is not limited to words, gestures, physical contact, mooning, or unwanted disrobing of another student.

- 1st Incident: 3 days OSS.
- 2nd Incident: 5 days OSS.
- 3rd Incident: 10 days OSS, LTS or Expulsion Hearing.

**TARDY (1 Behavior Point)**

The individual teacher will deal with tardiness according to their classroom guidelines for the first six tardies. A maximum of three excuses will be accepted per semester when tardy to 1<sup>st</sup> hour (late to school). Tardies will accumulate within the same class.

- 7<sup>th</sup> Tardy: 1 detention
- 8<sup>th</sup> Tardy: 2 detentions
- 9<sup>th</sup> Tardy and up: 1 day ISS with 1 detention

**TERRORISTIC THREAT (5 Behavior Points)**

A terrorist threat is communicated with the intent to commit violence or terrorize another individual, or to cause the evacuation of any building, place, assembly, or transportation vehicle with wanton disregard for the risk caused by such terror or evacuation.

- 1st Incident: 5 days OSS, LTS or Expulsion Hearing, notification of police.

**THEFT OR POSSESSION OF STOLEN PROPERTY (3 Behavior Points)**

Theft of property or possession of stolen property is a clear violation of expected school behavior. Accomplices may fall under the category of Inappropriate Behavior.

- 1st Incident: 3 days OSS, restitution, notification of police.
- 2nd Incident: 5 days OSS, restitution, notification of police.
- 3rd Incident: 10 days OSS, restitution, LTS or Expulsion Hearing, notification of police.

### **THREATS-VERBAL OR WRITTEN HARASSMENT (3 Behavior Points)**

Verbal and written threats to intimidate other students creates a hostile learning environment. These threats often lead to physical violence.

- 1st Incident: 3 days ISS. Notification of police.
- 2nd Incident: 1 day OSS. Notification of police.
- 3rd Incident: 3 days OSS. Notification of police.
- 4th Incident: 10 day OSS, LTS or Expulsion Hearing. Notification of police.

### **TOBACCO—STUDENT USE/POSSESSION (2 Behavior Points)**

Using tobacco products (cigarettes, snuff, chew, etc.) on school grounds is prohibited. Also, any student with tobacco products on their person (excluding vehicle) will be in violation.

- 1st Incident: 2 days OSS.
- 2nd Incident: 3 days OSS.
- 3rd Incident: 5 days OSS.

### **TRANSPORTATION-SCHOOL (1 Behavior Point)**

Any behavior on school transportation that adversely affects the safe operation of the transportation vehicle is a violation. All other school rules apply while being transported in a school vehicle.

- 1st Incident: Warning.
- 2nd Incident: 1-week suspension from school transportation.
- 3rd Incident: 30-day suspension from school transportation.

### **THROWING OBJECTS-CAUSING DISRUPTION OR POSSIBLE DANGER (1 Behavior Point)**

Throwing of any object which disrupts class or which could cause injury is a violation.

- 1st Incident: Warning.
- 2nd Incident: 3 detentions.
- 3rd Incident: 1 day OSS.
- 4th Incident: 3 days OSS.

### **VANDALISM (2 Behavior Points)**

Vandalism is the intentional destruction of property of others: school property, teacher property, and student property. School administration can determine if an incident was unintentional and assign detentions, depending on severity.

- 1st Incident: 3 days OSS, restitution, notification of police.
- 2nd Incident: 5 days OSS, restitution, notification of police.
- 3rd Incident: 10 days OSS, restitution, LTS or Expulsion Hearing, notification of police.

## **WEAPONS (10 Behavior Points)**

Possession, use, or transfer of any weapon at school, on school property, or at school-sponsored activities is expressly prohibited by Kansas state law. Weapons may include but are not limited to: knives, firearms, destructive devices, any object that can reasonably be considered a weapon, or any facsimile of a weapon.

1st Incident: 10 days OSS, LTS or Expulsion Hearing, notification of police.

## **DEFINITIONS OF PUNISHMENTS**

### **Suspensions and Expulsions**

The principal or superintendent has the authority to suspend or recommend suspension. By enrolling in USD #325, students agree to follow school and district rules. Students who elect to violate the rules are subject to disciplinary action.

### **Short Term Suspension (Out of School)**

1. A short-term suspension may be assessed for up to five days.
2. The student has the right to an informal hearing in accordance with KSA 72-8902(b).
3. The parent or guardian will be notified as soon as possible concerning the length and reasons for suspension.
4. Absences due to an out of school suspension may, at the discretion of the principal, count toward the ten maximum absences per semester.
5. The superintendent will be informed of the out of school suspension.
6. Out of School suspension results in no credit earned for any work missed.
7. An informal hearing by telephone or in person will be held before the student is readmitted. The principal may waive this hearing.
8. While on suspension, a student is not permitted on school grounds or to participate in any school function for any reason.

### **In School Suspension**

All of the above will be enforced except that the in-school suspension will permit the student to receive credit for work completed and attend but not compete in school activities. Absences due to ISS are excused. The student will abide by the ISS Rules.

### **Long-Term Suspension/Expulsion**

1. Long-term suspension is one exceeding five days.
2. The suspension may extend beyond the current semester.
3. As soon as possible, written notification will be given to the student and parents concerning the reasons and length of the suspension.
4. The student will be given a formal hearing within ten days after the notice. The notice of a hearing will be accompanied by a copy of the Board of Education policy and appropriate statutes.
5. The hearing will be conducted by the superintendent. Also in attendance will be the attorney for the school board, if possible. An educational official from outside the USD 325 school district will conduct hearings due to the accumulation of behavior points.
6. A written result of the findings and results will be directed to the Board of Education and presented to all concerned.
7. Any appeal will be made in accordance with procedures established by the Board of Education in compliance with state statutes.
8. The hearing will be conducted according to regulations outlined in KSA 72-8901-8902, 8904 as amended, and House Bill 2746, 1982. Copies of the preceding will accompany any notice of long-term suspension.