

Bath Elementary School



2017-2018 Student/Parent Handbook

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MESSAGE FROM THE PRINCIPAL

Dear Students and Parents,

On behalf of the faculty and staff of Bath Elementary I would like to welcome you to our school family. We are excited about the new school year and look forward to working with you and your child to make it a great year of learning.

To assist with our educational process, this handbook has been written to give the students and their families a better understanding of the policies and procedures that are followed at Bath Elementary. In addition to this, you can access building and classroom information on our website. Be sure to visit us online at bathschools.net

We believe parent involvement is a powerful component to student success. We encourage you, as parents, to sit down with your child to review this information so that we have a common understanding of programs available and expectations at our school. Additionally, please feel free to call, e-mail, or drop a note if you have any questions or concerns. It's helpful if parents bring to our attention a concern while it is still small rather than waiting for a major issue to arise. Working together we can assure that every student can have his/her best year ever.

Sincerely,

Lisa Roedel
Principal

Revised August 2017lr

BATH COMMUNITY SCHOOL'S VISION STATEMENT – Empowering, Expecting, and Encouraging all Students to Achieve Excellence.

BATH COMMUNITY SCHOOL'S GUIDING PRINCIPLES/VALUES –

Bath Community Schools commits to placing the needs and success of our students at the core of all decisions and actions.

Excellence: We believe that academic, artistic, athletic, civic, and social excellence results from high expectations, both in teaching and learning.

Accountability: We believe that a commitment to honest and principled decision-making must ensure responsiveness to the needs of all students.

Integrity: We will adhere to high ethical and professional standards in our work and relationships.

Partnership: We will seek to bring together the knowledge, experience, ideas and skill of our staff, parents, students and community to achieve common goals on behalf of those we serve.

Indicators of Success

1. All students achieve at high levels
2. Curriculum is aligned and articulated to maximize student learning
3. Parent and community support is at a high level

POLICY OF COMPLIANCE WITH FEDERAL LAW

It shall continue to be the policy of Bath Elementary School not to discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons certain rights. The United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. Students are protected under the Constitution, and that responsibility for protection applies to Boards of Education as it does to individuals and agencies. As the state legislature has given school boards rule-making authority regarding student behavior, that authority is balanced by the Constitution and the Courts.

To be sure, students are persons in a specialized situation. Specifically, they attend a school whose function and responsibility is to deal with and educate large numbers of people. Because of this specialized situation, no court of law has ever denied to a school the authority to generally regulate the behavior of the students.

The concept of rights and responsibilities or rights versus responsibilities needs elaboration. Even as students have increasingly had their rights clarified through legislation and litigation, also they have been instructed in and reminded of their responsibilities.

There can be little question as to the inter-relatedness of the two concepts. However, there is an important distinction between the two. Rights as afforded by the Constitution are a legal requirement. The mere fact of “person” status is enough to bestow these rights. One may be deprived of these rights or lose them if one violates the rights of others.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

School Records: School records are open to review by parents, adult students and staff members who have a need to know. Access to records by agencies outside the school is limited by law. Formal procedures are available to review or challenge accuracy of student records. School records are sent upon the request of the receiving school when a student transfers.

Directory Information: Examples of directory information include a student’s name, address, telephone number, date and place of birth, major field of study, grade placement, participation in school activities and sports, weight and height of athletic teams, dates of attendance, diplomas, awards, pictures and previous school attended. Prospective employers, colleges, armed forces recruiters, etc. may request directory information. A parent or an adult student has the right to request that the student’s name be removed from the student directory. To do so, contact the principal.

BUS REGULATIONS:

Student Responsibility:

1. Be on time for the bus.
2. Walk to the bus stop facing traffic.
3. Always cross in front of the bus on signal from the driver.
4. Wait for the bus off the traveled portion of the roadway.
5. Board the bus from a single file line. Wait until the bus has come to a complete stop before approaching it to board.
6. Take a seat in the bus and remain in that seat until it is time to get off unless directed otherwise by the driver.
7. Conduct yourself with courtesy and consideration for others. Examples of this behavior include, but are not limited to:
 - a. Be kind, courteous and respectful at all times, avoid the use of profane or vulgar gestures or language will not be tolerated,
 - b. The bus driver is authorized to assign seats,
 - c. Cooperate with the driver,
 - c. Remain seated while the bus is in motion,
 - d. Keep the bus clean,
 - e. Do not be destructive,
 - f. Keep hands, head, and feet, etc. inside bus,
 - g. Do not eat, drink, or smoke on the bus,
 - h. Do not throw things or spit on the bus or at people,
 - i. Refrain from yelling or screaming,
 - j. Fighting and horseplay are not allowed,
 - k. Students are not allowed to leave the bus without the driver’s consent,
 - l. Glass and live animals are not allowed on any bus,
 - m. All student projects shall be enclosed in a safe container for transport on the bus,

- n. Windows are to remain closed while school bus is in the loading areas,
- o. Students are to board buses immediately after school is released and are to remain on the bus,
- p. The bus driver is in charge, BE RESPECTFUL!

Consequences:

- 1st Offense – Disciplinary referral (a referral will be written for all offenses)
- 2nd Offense – Disciplinary referral by bus driver and letter sent or emailed from elementary office to parents
- 3rd Offense – Disciplinary referral by bus driver and 3 day suspension from riding privileges
- 4th Offense – Disciplinary referral by bus driver and 5 day suspension from riding privileges
- 5th Offense – Disciplinary referral by bus driver and 10 day suspension from riding privileges
- 6th Offense – Administrative decision

These steps may be accelerated depending on the severity of the offense.

Parent Responsibility:

- 1. To accept responsibility in cooperation with the school for insuring proper conduct of their children.
- 2. To read and discuss bus riding policies with their children.
- 3. To insure safety and protection of their children going to, from, and at the bus stops.
- 4. To insure students arrive at the bus stop on time.

Miscellaneous:

The possession of or use of any form of toy weapon on the bus may result in the suspension of bus riding privileges.

Failure to observe any bus rule or regulation may result in the suspension of bus riding privileges.

DRESS CODE (District Wide):

The administration and teaching staff will avoid the evaluation of a student’s appearance except in situations where the appearance would be disruptive to the educational process or injurious to health and safety considerations. Shoes are to be worn for safety and hygiene.

- 1. Clothing with reference to profanity, sex, alcohol, drugs and tobacco are not considered appropriate wear in an educational setting.
- 2. Pants are to be worn above the dividing line of the buttocks.
- 3. Any shirt without sleeves must be tight around the shoulder and not expose the side below the armpit.
- 4. Tops must cover from mid shoulder blade down to waistline and contain shoulder straps. Any part of the bra shall not be exposed and the front of the top must reflect modesty.
- 5. Blankets, gloves, slippers, hats, or any head covering accessories are not to be worn during school hours.

Students may be asked to change inappropriate clothing at any time.

They will not be transported to and from school for these purposes. Absence or tardiness as result of the violation of this policy will be unexcused.

*This dress code may be partially set aside for special activity days only with the approval of the administration.

**The above list is not all-inclusive and the administration reserves the right to determine the appropriateness and acceptability of appearance.

Students that come to school with inappropriate dress will be asked to call home to have a parent bring them appropriate clothing. Students will not be allowed to class without appropriate clothing. Students that cannot secure appropriate attire will sit in the office or in-school suspension for the day.

ELECTRONIC DEVICES/TOYS (cell phones, laser pointers, etc.): Electronic equipment or recreational paraphernalia which are not intended for curricular or co-curricular program activities are not permitted at the school without teacher permission. Examples are: Apple/electronic watches, MP3 players, cell phones, electronic games, skateboards, hockey sticks, sleds, roller blades, shoes with wheels, and trading cards (i.e. Pokemon, Ugio, Bakugan), beanie babies, baseball bats, yo yo's, fidgets not approved by teachers, etc.

Bath Elementary School holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. This means that students will not record, video or take photographs during the school day without teacher and/or administrative prior permission.

The district shall not be liable for the loss, damage, or misuse of any electronic device or toy brought to school by a student.

Guidelines:

1. Students may bring cellular phones and other personal communication devices (PDAs) into school buildings on two conditions: first, that parents and students agree to permit District personnel to search the contents of those PDAs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PDA contains information concerning that violation; and, second, that students not use PDAs during instructional time. In either case, the District may be required to temporarily confiscate the PDA.
2. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
3. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
4. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, recess, restroom, hallway passing time, media centers, testing centers, assemblies, and during fine arts performances unless permission has been granted by a staff member.
5. Students will not be allowed to leave class in response to any electronic devices.
6. Students who are found using an electronic device without prior school permission will be asked to leave that device in the office until the end of the school day. At times, it may be necessary for the school administrators to require the parent to pick-up the device from the office.

Respect for Privacy Rights:

1. Students shall not photograph or videotape other individuals at school, on the bus or at school-sponsored events without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Parents and/or students shall not e-mail, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written

consent.

3. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

Assuring Academic Integrity:

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Compliance with Other District Policies:

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student Code of Conduct, electronic technologies acceptable use, or harassment. If a violation occurs, involving more than one (1) district policy, consequences for each policy will apply.

EXITING/ENTERING BATH ELEMENTARY SCHOOL:

- Students are welcome to enter the building 15 minutes prior to the start of the school day and must leave the building within 15 minutes after dismissal, unless under the supervision of a staff member.
 - Students entering the building during the school day must sign in at the office so a pass can be issued.
 - Students leaving the building during the school day must have parental permission and will need to be signed out in the Bath Elementary School office.
- When students have been granted permission to walk off of school grounds, students must use the crossing guard at the designated area. **DO NOT** walk between or in front of buses. **STAY SAFE!**
- **NOTE:** In an emergency situation that may cause us to lockdown or evacuate the building, students will only be released to their parent and the parent must present photo identification.

FIELD TRIPS/FIELD DAY: Behavior on field trips and on field day must be exemplary. You are an ambassador for your school. Everything you say and do reflects on BES. Students with a history of behavior problems may be denied access to field trips and field day. Students who do not attend a field trip and/or field day will be given an alternative assignment of equal educational value.

A student may attend a field trip using Bath Community Schools transportation if the following requirements have been met:

1. All permission documents have been received,
2. The student is not failing any current course. The exception being, if the field trip **is educational** the student will be allowed to attend,
3. Administration may deny a student’s participation on a field trip or on field day at any time.

FOOD SERVICE: Applications for free/reduced breakfast/lunches are available **anytime** during the school year. The application can be completed online and found on the Bath Community School’s Website. Anyone misusing the free/reduced priced meal privilege will lose that status and be required to pay full price.

Lunch/Lunch Recess Rules: The rules include, but are not limited to the following:

1. “Cuts” are not to be given. Students may not take “cuts” in line at any time.
2. Students will move through the line as quickly as possible, pay, and go to a table.

3. Students will dump their tray in the trash containers and return tray to designated area.
4. Students will clean up the area around their table before leaving the table.
5. Students are to talk in a quiet manner at all times in the cafeteria.
6. Students are, at all times, to follow directions as given by the lunch room supervisor.
7. Students are to consume all food and beverages in the lunchroom, except at approved activities.
8. Throwing of any items will result in removal from the area.
9. A \$5.00 replacement assessment is charged for any broken, or disposed of tray.
10. Students should not charge lunch or breakfast.
11. Students need a pass or permission to leave the lunchroom.
12. Students will have 20 minutes to eat lunch which will be paired with a 20 minute recess.
13. Students should follow the playground rules and the directions of the playground aids at all times.

14. Roaming the hallways is not permitted!

Consequences of Misbehavior in the Cafeteria: Students who abuse or fail to follow the cafeteria rules may be subject to the following disciplinary measures which include but are not limited to:

1. Work assignments,
2. Temporary or permanent removal from the cafeteria,
3. Moved to the end of the lunch line,
4. Parental observation as requested by the school.

GUESTS AND PETS: Guests are allowed for educational purposes only. The host must obtain prior approval of the principal and obtain an Ichat clearance. Animals will not be allowed in school except as a part of a pre-approved school project, or have been granted administrative permission prior to the visit.

HOMEWORK: Pursuant to the Board of Education Policy on homework, the following policy is presented:

Homework assignments are an extension of the work that is started in the classroom unjnder the supervision of the teacher.

2. Major homework assignments such as research projects and reports shall be assigned with adequate preparation time before the due date.

LOCKERS: Lockers (including gym lockers) in the schools of the District shall be under supervision of the building Principal or designated representative. Students are to use lockers only for school-related materials and authorized personal items, such as outer garments, footwear, grooming aids, or lunch. Students are not to use lockers for any other purpose unless prior authorization has been obtained from the Principal or designee. Students are responsible for the content of their lockers and should not share lockers. Personal items left on the floor and not placed in a student’s assigned locker will be moved to lost and found at the end of the school day.

MEDICATION: When a student needs to take over the counter or prescribed medication in school, the elementary school school office must have a **Medication Permission Form** on file filled out by the student’s parent and physician. Forms are available in the office and online at the Bath Community Schools website.. All medication must be kept in the office and dispensed, as necessary, to students from the office. All medications must be in a prescription-labeled bottle with directions on how much to dispense. For more detailed information, please contact the office. Inhalers are allowed with a doctor’s written permission and must be kept in the office or with a designated teacher.

MOVING OUT OF DISTRICT: If a student is planning to transfer to another school system, please contact the elementary school office to advise of said departure and to ensure that all school materials have been returned to the school.

PARENT/TEACHER CONFERENCES: These meetings are held twice a year. Other times may be scheduled, as needed, by contacting the teacher.

PARKING LOT AND BUS AREAS: The parking area is not to be considered a playground unless parts of it are blocked off for supervised play. Therefore, students should not loiter in the parking lots before or after school hours. **Skateboarding is not permitted in the parking lot or on the sidewalks.**

PERSONAL POSSESSIONS: Items which interrupt the integrity of the educational environment will be confiscated. Students are to bring only those items to school which are necessary for the completion of class assignments. This includes sporting events, field trips, etc. These items will be removed by a staff member and a parent may come and pick the item up at any time. Otherwise they will be returned at the end of the school year. Items include, but are not limited to: skateboards, iPods, MP3 Players, CD's, radios, electronic communication devices, or any other non-academic related personal possessions such as toys or other personal items.

POSTERS AND SIGNS: Students must get permission from the principal before any poster, sign, decoration, etc., may be placed in the building.

PROMOTION/RETENTION POLICY: A student's achievement of the skills for the grade to which he/she is assigned, as well as, his/her readiness for work at the next grade level shall be required before he/she is assigned to the next grade. Those students who have mastered the appropriate skills will be promoted. Students that have not mastered the skills nor demonstrated a readiness to master the skills will be considered for retention.

Teachers may use a variety of assessments in evaluating student achievement.

If a child is being considered for retention, the following steps should be followed:

1. An initial conference among parent(s), teachers, and possibly the principal will be held to discuss the progress, as well as ways to improve the deficiencies of the child sometime before February 1 of said school year.
3. A mid-May conference between the teachers and principal will be set to look at all alternatives and to make the final decision. (During the interim it is critical that parent(s) and teachers continue communicating with each other as to the child's progress.)
4. By June 1, a parent whose child is being recommended for retention by the teacher and/or administration will be notified and invited to attend a conference with the principal and teachers of the child. At this conference the parties will review the reasons for the retention.
5. The final decision will be that of the school principal.
6. Special education students are governed by the guidance of an I.E.P.C. (Individual Educational Placement Committee).

REPORT CARDS: Report cards are distributed quarterly to notify students and parents of the student's progress.

SALE OF ITEMS: Only school-sponsored sales are permitted at school.

SEARCH AND SEIZURE

Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under school jurisdiction, the Principal, or designee, are authorized to search students and student lockers. All searches shall be carried out in the presence of an adult witness. School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists. The Principal and/or Assistant Principal may search any locker at any time. Such search may be made without notice to the student to whom such locker has been assigned. Random searches may be conducted. Students are prohibited from placing locks, other than a school issued lock, on their locker.

SEXUAL HARASSMENT: In accordance with Title IX, the school will not tolerate sexual harassment. Students are encouraged to report sexual harassment to a counselor, administrator or teacher. The district has a policy, a complaint procedure, and a Title IX Coordinator, Mr. Matt Dodson.

SKATEBOARDS:

Skateboarding is NOT permitted in the parking lot or on the sidewalk in front of Bath Elementary School. Students are to carry their skateboard on school premises and keep the skateboard in his/her locker during school hours.

TEXTBOOKS/WORKBOOK COSTS: Students who have lost, defaced or mistreated a textbook or any part of a book, will be expected to pay restitution. Restitution may not exceed replacement cost.

TELEPHONE CALLS: The telephone in the office is for school business, EMERGENCY calls for students will be made by office personnel.

TUITION AND RELEASED STUDENTS FROM OTHER DISTRICTS: The district reserves the right to revoke the privilege of attending school in our district based upon chronic discipline or failure problems. Students who are continually absent, tardy, disruptive, suspended, discipline problems or having frequent failures are classified as chronic discipline or failure problems. Student records will be reviewed at least every nine weeks.

WEATHER EMERGENCIES: If severe weather conditions force school to close, the local radio stations will broadcast those facts. Broadcast stations are WITL (100.7), Q106 (106.1), WKAR (870 AM), WKAR (90.5) WFMK (99.1), WJIM (1240 AM), WILX (TV 10), WLNS (TV 6), WSYM (TV 47), ABC (TV 53), WJIM (97.5), MIKE (101.7 FM), WKIX (94.1 FM), WMMQ (94.9 FM), WQHH (96.5 FM), WFLR (96.7 FM), and WFLR (1110 AM). Please check the Bath School’s website for regular updates and closing information. We encourage all parents and guardians to sign up for important Power School Announcements in the school office.

ATTENDANCE POLICIES

To benefit from the primary purposes of the school experience, it is essential that each student maintain regular and punctual daily attendance in all assigned classes. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance that will carry over into adult life. Accordingly, class attendance is a relevant objective criterion by which a pupil’s course grade may be determined. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit. Attendance is taken twice daily.

ABSENCES: Absences will be excused only if the parents call the school on the day of the absence or sends a note on the following day. Absences may be reported on the school voicemail 24 hours per day . This is a student/parent responsibility.

Attendance Policy/Procedures:

1. Truancy - Skipping all or part of a class period, skipping all day, or leaving school without permission may result in additional disciplinary action as determined by the building principal.
2. A family vacation is permitted provided:
 - Vacations are planned in advance
 - Parents notify the school of said absence and make arrangements for missing work to be completed with the classroom teachers in a timely manner.
3. Excessive Absenteeism: 10 or more absences per quarter are considered excessive. The teacher may deny make up work to the excessively absent student. Truancy proceedings may be implemented against the student/parents.
4. Any pattern of excessive and/or unexcused absences will be referred to the Clinton County Regional Superintendent. The Superintendent will document and forward a referral to the School and Community Liaison at Clinton County Juvenile Court.

TARDIES

1. **Late Arriving to School:** Students will check into the office and will receive a pass to class.
2. **Tardies:**
 - Tardies accumulate, Every 10 tardies is equal to one absence and will be counted as such for truancy purposes.

BEHAVIOR CODE OF APPLICATION FOR DISCIPLINE PROCEDURES

The Behavior Code, for which students may be disciplined, is applicable to the following times and activities:

1. While a student is attending school,
2. While a student is on a school vehicle,
3. While a student is at a school-related event or activity,
4. While a student is under the jurisdiction of the school,
5. While a student is on school property or going to or from school,
6. When an inappropriate interaction between students and staff occur outside of regular school hours, activities or grounds,
7. When conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The examples of misconduct listed are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed in the handbook are only guidelines. Actual circumstances, and the severity of those circumstances, may dictate disciplinary actions not specifically outlined.

CITIZENSHIP/CODE OF CONDUCT: Students are expected to adhere to the following standards of good citizenship:

1. Being prompt, courteous, dependable, cooperative, self-directed,
2. Being an active participant in class,
3. Always being prepared for class,
4. Using all available class time for work,
5. Completing all assignments,
6. Making an obvious effort to consistently do an outstanding job,
7. Demonstrating excellent behavior.

CITIZENSHIP: General Expectations at School Events:

1. Have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or the school.
2. Demonstrate common sense and respect toward all others involved with the event.
3. Demand proper behavior from fellow students. One individual's behavior can affect the whole group.
4. Demonstrate respect and pride for the school.

CITIZENSHIP: Specific Expectations at School Events:

1. During the National anthem and/or Pledge of Allegiance, students are to remove hats, stand, face the flag, not talk and remain still until the end.
2. Proper language is to be used. Swearing, offensive language, or obscene gestures will not be tolerated.

CLASSROOM BEHAVIOR: In an attempt to make the learning environment in the classroom as pleasant as possible, students are to:

1. Arrive to school on time.
2. Enter and leave the classroom in a quiet and orderly manner.
3. Come to class prepared with textbooks, pencil, and whatever else is needed for the day's work.
4. Request permission of the teacher if it becomes necessary to leave the room.
5. Extend courtesies to any visitor, teacher, substitute teacher, or administrator who comes into the room.
Substitute teachers may have different expectations. Students are to be prepared to meet the change in routine.

EXAMPLES OF MISCONDUCT

Offenses not listed below may result in disciplinary action, as deemed appropriate by the administration. The discipline instituted may also vary depending on the severity of the offense. Disciplinary actions may also result in a law enforcement referral when deemed appropriate.

ARSON:

1. This is maliciously or willfully setting a fire or attempting to set fire or doing any act which results in the starting of a fire to a building or property. All Violations: Public Act 328 requires school boards and school administration to impose expulsion as a penalty for arson.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible long term suspension and/or expulsion

2. Possession of any incendiary devices (matches, lighters, fireworks, explosive devices, etc.).

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible up to three day suspension, restitution, and referral to police; written agreement by parents and student to assure cooperation in preventing a repetition of the offense and a parent meeting with the principal.
b) Second Incident	Possible five-to-ten day suspension, restitution, police notification, possible recommendation to initiate long-term suspension or expulsion.

ASSAULTS:

1. Physical Assaults Committed Against Other Students. Threat of Assault Committed Against School Personnel. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Threat of assault is defined as any verbal, written, or electronically transmitted threat to inflict injury upon another person, (including bomb threats) under such circumstance which create a reasonable fear of injury.

CONSEQUENCES	
Incident	School Action
a) First Incident	Parent notification; ISS or OSS remainder of the day; possible additional days; Possible Restorative Justice Practices
b) Second Incident	Parent notification; ISS or OSS one to five days: Restorative Justice Practices
c) Third Incident and subsequent incidents	Parent notification; up to 10 days of suspension; Possible Restorative Justice Practices

2. Physical Assaults Committed Against School Personnel. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

CONSEQUENCES

Incident	School Action
a) First Incident	Parent notification; Up to 10 days of ISS or OSS; possible long term suspension; Restorative Justice Practices
b) Second Incident	Parent notification; long term suspension; Restorative Justice Practices

BULLYING/VERBAL HARASSMENT: If any bullying, hazing, aggressive, abusive, threatening action or behavior toward another individual or individuals through either verbal, written, electronic communication, or physical conduct is charged by racial, ethnical, or sexual orientation; the administration **will move directly to the 3rd Incident disciplinary action.**

Bullying Definition: “Bullying” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Verbal Harassment Definition – This is verbal abuse of others.

Restorative Justice Practices - Practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct.

In regard to Bullying/Verbal Harassment Restorative Justice Practices will be given consideration before other consequences.

CONSEQUENCES	
Incident	School Action
a) First Incident	See BES Aggressive/Bullying Rubric
b) Second Incident	See BES Aggressive/Bullying Rubric
c) Third Incident	See BES Aggressive/Bullying Rubric

1. Natural consequences and/or referral to a supportive or educational program may occur.
2. Consequences for severe harassment will escalate more quickly due to danger or harm.

CHEATING: Cheating offenses are giving or receiving information under dishonest circumstances including, but not limited to:

- a) The use of any unauthorized assistance in taking quizzes, tests or examinations or altering teacher records.
- b) Dependence upon the aid of sources beyond those authorized by the teacher in writing papers, preparing reports, solving problems, or carrying out other assignments.
- c) The acquisition, without permission, of tests or other academic materials belonging to the teacher.
- d) Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes copying homework done by another person or agency engaged in selling term papers or other academic materials.
- e) A student who knowingly assists another student in cheating (as defined above) will be subject to the same disciplinary action.

CONSEQUENCES	
Incident	School Action
a) First Incident	Parent notification; zero on affected assignment
b) Second and Subsequent Incident(s)	Parent notification; zero on all affected assignments and possible suspension.

COMPUTER MISUSE: Any violation of the Bath Community Schools Internet Acceptable Use Agreement.

COMPUTER USAGE (UNAUTHORIZED): Computer crimes and abuses will result in immediate reporting to the proper authorities and removal of the student from the network system. The following is a list of infractions or abuses which include but is not limited to:

1. Computer crimes include unlawful copying of programs, theft of hardware or software, unauthorized access to computer files, unauthorized access or use of Internet, password or code violations, inappropriate use of e-mail or unauthorized/inappropriate use of school computer equipment,
2. Tampering with, unplugging, altering, moving or misusing hardware,
3. Abusing the network system or software,

- 4. Using software programs that have not been designated for students' use by staff, making copies of programs, installing software to the system, or gaining access to files other than their own,
- 5. Deliberately infecting a computer or network with a virus.

CONSEQUENCES (will be appropriate to the circumstances)	
Incident	School Action
a) First Incident	One day suspension, computer use restriction for up to ten days, and possible restitution for damages and repair
b) Second Incident	Two day suspension, computer use restriction for up to one marking period, and possible restitution for damages and repair
b) Third and Subsequent Incident(s)	Three day suspension, possible computer use restriction for the rest of the school year, and possible restitution for damages and repair

CRIMINAL SEXUAL MISCONDUCT: This is sexual conduct, which is unlawful by state statutes, including but not limited to any sexual touching.

CONSEQUENCES	
Incident	School Action
a) First Incident	Long term suspension and up to expulsion

DISRESPECT: Any form of disrespectful language or behavior will not be tolerated, this includes insubordination.

CONSEQUENCES	
Incident	School Action
a) First Incident	Staff conference, restorative justice practices, possible parent notification
b) Second Incident	Staff conference, restorative justice practices, parent notification, loss of privileges,
c) Third Incident	Staff conference, restorative justice practices, parent notification, loss of privileges and time in office.

ELECTRONIC DEVICES (cell phones, smart watches, laser pointers, etc.): Students are not allowed to have any electronic devices in view/use during the school day without staff permission. Cell phones should remain in the student’s locker unless specifically requested as part of a classroom assignment or approved by the administration. If electronic devices are brought to school they are done so at your own risk, the school is not responsible for lost, stolen or damaged devices.

CONSEQUENCES	
Incident	School Action
a) First Incident	If the student respectfully relinquishes the electronic device, they may have it back at the end of the day. If the student is disrespectful and refuses to give up the device, parents will need to pick up the device from the office.
b) Second and Subsequent Incident(s)	Parent allowed pick up of device and/or suspension up to 5 days.

ENCOURAGING A FIGHT: Setting up a fight, verbally or physically encouraging a fight to start or continue, or taunting will not be tolerated.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible action plan, time in office, restore justice practices

EXCESSIVE PHYSICAL ACTIVITY: Horseplay, pushing, and shoving are not acceptable.

CONSEQUENCES	
Incident	School Action
a) First Incident	See rubric on last page

EXTORTION: This is the act of acquiring or attempting to acquire any money or item of value from a person on school property.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible staff conference, staff documentation, opportunity to make for apology/make it right, parent notification, restorative justice opportunities

b) Second Incident	Possible staff conference, staff documentation, opportunity to make for apology/make it right, parent notification, restorative justice opportunity, ISS
c) Third Incident	Possible staff conference, staff documentation, opportunity to make for apology/make it right, parent notification, restorative justice opportunities, ISS or OSS

FIGHTING AND AGGRESSIVE BEHAVIOR: No student shall engage in an aggressive, abusive, or threatening action upon another individual or individuals through either verbal or physical action or conduct. Nor shall any student engage in any behavior that is deemed threatening or dangerous to another person’s property. Nor shall any student engage in any behavior that instigates or encourages aggressive behavior.

CONSEQUENCES	
Incident	School Action
a) First Incident	See rubric on last page
b) Second Incident	See rubric on last page
c) Third Incident	See rubric on last page

FIREWORKS, EXPLOSIVE/CAUSTIC SUBSTANCES, FALSE ALARMS: Possession or use of fireworks or explosive substances is prohibited by law and school rules. The act of initiating or circulating a report of warning of fire or an impending bombing or other catastrophe will result in disciplinary action.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible up to three day suspension, restitution, and referral to police; written agreement by parents and student to assure cooperation in preventing a repetition of the offense and a parent meeting with the principal.
b) Second Incident	Possible five-to-ten day suspension, restitution, police notification, possible recommendation to initiate long-term suspension or expulsion.

FORGERY/FALSE REPRESENTATION: This is falsely making, altering, forging or counterfeiting any writing, including electronic data.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible staff conference, staff documentation, opportunity to make for apology/make it right, parent notification, restorative justice opportunities

UNLAWFUL ACTS WILL BE REPORTED TO THE PROPER AUTHORITIES.

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible staff conference, staff documentation, loss of privileges (cafeteria, special activities, etc.), possible parent notification, opportunity for apology/make it right (restorative justice practices)
b) Second Incident	Possible staff documentation, administrator conference/intervention, parent notification, optional admin/parent conference, up to 5 day ISS or OSS, restorative justice practices

BATH COMMUNITY SCHOOLS ACKNOWLEDGES THAT THE UNLAWFUL POSSESSION AND USE OF ALCOHOL AND OTHER ILLICIT DRUGS IS WRONG, HARMFUL, AND ILLEGAL.

ILLICIT SUBSTANCES AND MATERIALS: The manufacture, distribution, sale, possession, consumption, or being under the influence of the following substances is prohibited:

1. Alcohol or any alcoholic beverage,
2. Illicit drugs,
3. Any abuse of glue, aerosol or other chemical substance, including, but not limited to lighter fluid and reproduction fluid for inhalation,
4. Any abuse of prescription or nonprescription drug, medicine, or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, no-doze pills, cough medicine and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district’s authorized use of medication procedures,
5. Steroids, human growth hormones or other performance-enhancing drugs,
6. Substances purported to be illegal, abusive or performance-enhancing, i.e. “Look Alike” drugs,
7. Malt beverages labeled as “non-alcoholic” regardless of alcoholic content,
8. Any and all tobacco products.

A student’s possession of prescription drugs shall be only authorized when a physician’s statement requires a student to be in possession of the drug.

In all cases of illegal substance abuse activity, law enforcement officials will be contacted and the offense acted upon.

Use, Possession, or Being Under the Influence: With the first violation, and prior to any formal decision or determination of disciplinary action, a conference will be held with the accused student, the student’s parents, a school counselor and a building administrator. Disciplinary action taken will be based upon the conference results, available evidence and the student’s disciplinary record.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible up to 5 days of ISS or OSS, parent notification, restorative justice practices,
b) Second Incident	Possible up to 10 days of ISS or OSS, parent notification and restorative justice practices

Sale, Transfer or Delivery: The sale, transfer or delivery of alcohol, drugs, narcotics, intoxicants or any substance which produces abnormal behavior including, but not limited to, illicit drugs or the items listed above on school property including school-sponsored transportation or at any school function is prohibited.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible up to 10 days of ISS or OSS, parent notification, restorative justice practices
b) Second Incident	Possible, long-term suspension, parent notification; restorative justice practices

INSUBORDINATION: This is willful defiance of authority or deliberate refusal to obey a reasonable request from a staff member including but not limited to work assignment within the classroom, following staff directions and/or school rules.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible staff conference, staff documentation, loss of privileges, possible parent notification, opportunity for apology/make it right; restorative justice practices
b) Second Incident	Possible staff conference, staff documentation, loss of 2 privileges, parent notification, opportunity for apology/make it right; restorative justice practices
c) Third Incident	Possible staff conference, staff documentation, loss of 2 privileges and/or ISS, behavior plan implementation, parent notification, opportunity for apology/make it right; restorative justice practices
d) Fourth Incident	Possible staff conference, staff documentation, up to 3 days of ISS or OSS, behavior plan implementation, parent notification, opportunity for apology/make it right; restorative justice practices

PROFANITY/OBSCENITY: The act of using language in spoken or written form, or in pictures, caricatures or gestures which are offensive to the general standards of the school and/or community will not be tolerated.

CONSEQUENCES	
Incident	School Action
a) First Incident	Staff Conference, opportunity for apology/make it right, restorative justice practices, parent contact, loss of privileges, Possible ISS based on number of incidents, severity and/or potential threat

PERSISTENT DISOBEDIENCE: Continued disruptive behavior and/or continued failure to obey the rules of the school system creates a negative educational environment.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible time in office, parent notification, loss privileges, opportunity for apology/make it right, restorative justice practices,
b) Second Incident	Possible time in office, parent notification, loss privileges, opportunity for apology/make it right, restorative justice practices, behavior plan
c) Third Incident	Possible time in office, parent notification, loss privileges, opportunity for apology/make it right, restorative justice practices, behavior plan, up to 10 days of ISS or OSS
d) Fourth Incident	Possible restorative justice practices, behavior plan, up to long term suspension

SUBSTITUTE TEACHERS: Substitutes may have different expectations. Students need to be prepared to meet the slight change in routine. Misbehavior for a substitute teacher will result in the same disciplinary action as with a staff member. All behavior expectations outlined in this handbook will apply.

THEFT: Theft is the act of taking or having in one's possession, without permission, any items belonging to another person. All violations could result in restitution and possible referral to legal authorities.

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible time in office, parent notification, loss privileges, opportunity for apology/make it right,

	restorative justice practices, up to 1 day of ISS or OSS
b) Second Incident	Possible time in office, parent notification, loss privileges, opportunity for apology/make it right, restorative justice practices, up to 3 days of ISS or OSS

VANDALISM/DEFACING PROPERTY: The act of willful destruction, damage or defacing of school property or property of others is prohibited.

CONSEQUENCES	
a) First and Subsequent Incident(s)	Parent notification/conference, restitution for materials and labor or student service to repair damage, possible suspension. Possible police notification and/or long-term suspension or expulsion.

WEAPONS: Weapons violations include the act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. Under certain circumstances the Michigan School Code may mandate the permanent expulsion from a Michigan public school any student who is in possession of a dangerous weapon in a weapon-free school zone as defined by Bath School’s Board Policy.. Bath Schools defines a dangerous weapon more broadly than state statute. A dangerous weapon includes a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, BB guns, air guns, paint guns, look-alike guns, or brass knuckles. As a matter of Michigan law, a student expelled under this provision may not be reinstated before the expiration of 180 school days after the date of the expulsion. Students may also be expelled for possession of any item that is used or intended to be used as a weapon. **May change pending Neola Board Policy Review.**

CONSEQUENCES	
Incident	School Action
a) First Incident	Possible long term suspension, and/or permanent expulsion procedures. Police notification. Documentation of the expulsion hearing is preserved in the student’s permanent school record and released as a part of that record when the district is required to forward or release the records.

CORRECTIVE PROCEDURES AND CONSEQUENCES

Students must assume increasing responsibility for their own actions as they mature and gain experience. For this reason, circumstances often dictate that the discipline of the student must be viewed as an individual matter. Students must be dealt with as individuals according to their age, maturity, experience, abilities and interests. The consequences will be determined by the seriousness of the misconduct. **Behaviors that interrupt the integrity of the educational environment or disrupt the educational rights of others merit consequences.**

CLASS SEPARATION/TIME IN OFFICE: A student is removed from a class for the day (or a number of days). The student reports directly to the office or intervention room, works on assignments, and behaves appropriately for the entire time of separation.

COMMUNITY SERVICE OPTION: Definition - This is work done outside of the class that benefits the community, including the school, without benefit back to the student. Work needs to be for a community service agency, not a private individual or a business. Procedure - It is a parent's responsibility to obtain and supervise the community service.

EXPULSION AND SUSPENSION FOR MORE THAN TEN (10) DAYS: When a school administrator believes that a student has committed a gross misdemeanor or has engaged in disobedience of a severe and/or persistent nature, that administrator may recommend a suspension for a period of time exceeding ten (10) school days, or expulsion. For an offense occurring with less than nine (9) school days left in the school year, suspension will be carried over until the next school year.

The following steps will be followed in implementing a long-term suspension:

1. An informal hearing will be held with the principal.
2. If, following the informal hearing by the principal, the administrator recommends a suspension exceeding ten (10) days but less than 180 days, a formal hearing will be held with the Superintendent of Schools.
3. If, following the informal hearing by the principal, the administrator recommends a suspension exceeding 180 days or expulsion, a formal hearing will be held with the Board of Education.

The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

At the informal hearing with the principal and/or the superintendent, the student will be provided with written notice of the charges and evidence against him/her.

At the formal hearing, the student has the right to make statements or answer questions. The student also has the right to representation by legal counsel and the right to produce witnesses in his/her own behalf.

IN-SCHOOL SUSPENSION WITH PARENTAL SUPERVISION: This is an option where the parent accompanies the student in school. Procedure - Option where parent or legal guardian attends school with the student the entire day. All school and classroom policies apply to the student/parent team. If the team disrupts the integrity of the educational process, then this option is canceled and other consequences invoked.

INTERVENTION ROOM (ISS): Intervention Room can be utilized to remove a student from class if they are demonstrating major behavior problems during class, or if they persist in demonstrating minor behavior problems (3 incidents in the same class on the same day). Option depends upon availability. This option has two main functions:

1. Help individual children develop self-discipline so that they may remain focused on their academics.
2. Protect the integrity of the classroom by removing disruptive students.

Rules:

1. Remain seated.
2. Remain quiet. No talking with other students.
3. No eating or drinking.
4. No laughing, gestures, or “noises.”
5. You must work on a school assignment or read a book.
6. You will sit correctly at your desk. (Please do not move the furniture.)

SUSPENSION AND EXPULSION PROCEDURES: The Board of Education authorizes school administrators to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspensions for longer than ten but less than one hundred eighty student attendance days may be imposed by action of the Superintendent. Suspensions for greater than one hundred eighty days or expulsions may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Superintendent and/or Board of Education unless otherwise limited by these procedures and/or requirements of law.

SUSPENSION AND EXPULSION OF STUDENT WITH A DISABILITY: It is recognized that the School District has an obligation under federal and state laws to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined that such students are not to be punished under the same procedures applied to non-disabled students.

SUSPENSION FOR LESS THAN TEN (10) SCHOOL DAYS: When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and be provided an opportunity to respond to the charges prior to the imposition of any suspension.

If the student denies the allegations, the school administrator shall explain to the student the evidence against him or her and allow the student an opportunity to present his or her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student’s presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges will be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision immediately.

Written confirmation of the decision to suspend shall be promptly provided to the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension and any special conditions relating to the suspension. Students suspended for ten (10) days or less shall be expected to hand in all homework on the day they are allowed back into school if credit is to be granted.

At the discretion of the school administrator assigning the suspension, a student may, as an alternative form of discipline, be required to report to school during vacation periods, be assigned an in-school suspension with parental supervision or the community service option.

The parent and/or guardian may appeal the suspension to the principal by written or oral request stating the grounds for appeal. Such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension.

STUDENTS ON SUSPENSION OR EXPULSION: During the time of suspension, the student will not participate in any extracurricular activity or be present on school property unless by prior approval by the building principal. The student will be carried on the rolls as an enrollee but will be recorded as absent during the period of suspension. Absences as a result of suspension shall not be considered as “unexcused” under attendance provisions, and homework is expected to be made up upon return to school if credit is desired. A student on suspension or expulsion from Bath Elementary School is not permitted on school grounds during the suspension or expulsion period.

**Bath Elementary School
Aggressive/Bullying Rubric**

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Level 1 Horseplay – “Goofing Around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling/teasing where there is no imbalance of power.	· Staff conference	· Staff conference	· Staff conference

<p align="center">Level 2</p> <p>Mild Aggression/Teasing – Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others’ feelings, written or spoken.</p>	<p>Possible:</p> <ul style="list-style-type: none"> · Staff conference · Staff documentation · Opportunity for apology/make it right (Restorative Justice Practices) · Parent notification 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff conference · Staff documentation · Parent notification · Opportunity for apology/make it right (Restorative Justice Practices) 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff conference · Staff documentation · Parent notification · Loss of privileges (cafeteria,, special activities, etc.) · Opportunity for apology/make it right (Restorative Justice Practices)
<p align="center">Level 3</p> <p>Moderate Aggression –</p> <ul style="list-style-type: none"> · Physical contact – intimidation; pushing, shoving, grabbing, tripping, throwing of items, etc. · Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, etc. · Personal property: disrespect of personal property. · Refusal to follow directions, complete tasks (insubordination) 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff conference · Staff documentation · Loss of privileges (cafeteria, special activities, etc.) · Possible parent notification · Opportunity for apology/make it right (Restorative Justice Practices) 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff conference · Staff documentation · Loss of 2 privileges (cafeteria, special activities, etc.) · Parent notification · Opportunity for apology/make it right (Restorative Justice Practices) 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff documentation · Administrator conference/intervention · ISS for remainder of the day – (additional time possible) · Opportunity for apology/make it right (Restorative Justice Practices)
<p align="center">Level 4</p> <p>Severe Aggression -</p> <ul style="list-style-type: none"> · Physical contact intending to or resulting in injury: hitting, kicking, fighting, and similar behavior that risks injury to others. · Intimidation: ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. · Personal Property: stealing or destruction of personal property. 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff documentation · Administrator conference/intervention · Parent notification · ISS or OSS for remainder of the day, possible additional days · Restorative Justice Practices 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff documentation · Administrator conference/intervention · Parent notification · Optional admin/parent conference · Up to 5 day ISS or OSS · Restorative Justice Practices 	<p>Possible:</p> <ul style="list-style-type: none"> · Staff documentation · Administrator conference/intervention · Parent notification · Optional admin/parent conference · Up to 10 days ISS or OSS · Possible referral for long term suspension or expulsion · Restorative Justice Practices

*1st offense in one level will lead to 2nd offense on next occurrence, regardless of level..

* ISS = In School Suspension OSS = Out of School Suspension

Note – Administrative discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement based on the circumstances, severity, and/or one’s previous disciplinary profile.
