

# Student Code of Conduct

Honoring the Past, Empowering the Present, Envisioning the Future  
2022-2023



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## Honoring the Past, Empowering the Present, Envisioning the Future

**Every student, pre-school through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This will be achieved through the adoption and implementation of a consistent *Student Code of Conduct* and through the implementation of a PBIS Plan in the Lapwai Middle High School.**

Staff:

**Lapwai Middle High School staff will abide by the Lapwai Student Code of Conduct to promote positive behavior strategies to improve academic preparation for each student at Lapwai Middle High School.**

Students:

**By following the Lapwai Student Code of Conduct we will gain knowledge to empower us. We will have respect for ourselves and for others. We will identify a positive path in life. Our high expectations of ourselves will lead to high achievements and allow us to grow to our full potential so that we may be positive leaders in our communities.**

### Guiding Principles Code

The Lapwai School District firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Student Code of Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline within a school must have the qualities of objectivity, consistency and equity. It is the responsibility of all school personnel, students, parents, external stakeholders and the greater community to ensure the school environment encourages a climate conducive to learning.

The Student Code of Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor infractions and first offenses have less serious consequences than major infractions and repeat offenses. Factors such as age, grade level, social, emotional and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be

resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

The Lapwai School District expects all stakeholders to demonstrate mutual respect for the rights of others. It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the Universal Guidelines and Behavioral Expectations: Be Safe, Be Respectful and Be Responsible. Each school center shall create its own Universal Guidelines and Behavioral Expectations.

Stakeholders' responsibilities are outlined below.

### **Responsibility of Students**

- Attend school daily, be prepared for class and complete assignments to the best of their ability
- Follow the Student Code of Conduct and school based rules
- Model and practice the expected behaviors and universal guidelines
- Notify school staff about any dangerous behavior, bullying or activity that occurs on school grounds or off school grounds when it may result in disruption of the educational setting
- Accept and respect individual differences and people
- Bring only those materials to school that are allowed
- Keep parents informed of school related issues
- Ask school personnel or other trusted adults for help in solving problems

### **Responsibility of Parents/Guardians**

- Read the Student Code of Conduct with your child(ren)
- Make certain your child(ren) attends school regularly and on time
- Notify the school of absences or tardies in a timely manner
- Monitor your child(ren)'s academic and behavioral progress
- Talk to your child(ren) about school and behavioral expectations
- Play an active role and support your child(ren)'s educational experience

### **Responsibility of Teachers**

- Teach and review the Student Code of Conduct
- Use well planned, creative and engaging instructional plans daily
- Set expectations, teach, model and reinforce positive behavior
- Use appropriate classroom management strategies to maintain a learning environment that supports academic success
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Maintain a safe and orderly classroom by using prevention and intervention strategies
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Use professional judgment to prevent minor incidents from escalating
- Keep parents informed of students' academic progress and behavior through regular communication

- Request additional training and/or staff development as needed

### **Responsibility of Administrators**

- Distribute the Student Code of Conduct to school stakeholders
- Implement the Student Code of Conduct in a fair and consistent manner
- Implement all Lapwai School District Board policies in a fair and consistent manner
- Maintain a safe and orderly school by using prevention and intervention strategies
- Provide students with meaningful and relevant positive feedback on their behavioral and academic progress
- Communicate policies, expectations and concerns and respond to complaints or concerns from students and parents in a timely manner
- Use professional judgment to prevent minor behavioral incidents from escalating
- Monitor, support and sustain the effective implementation and maintenance of School-wide Positive Behavior Interventions and Supports (PBIS)
- Define, teach, model, reinforce and support appropriate student behaviors to create positive school environments
- Provide meaningful opportunities for parent participation and involvement
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports

### **Responsibility of Additional School-based Staff**

- Maintain a safe and orderly school environment by modeling and supporting appropriate student behaviors
- Provide students with meaningful and relevant positive feedback on their behavioral progress
- Provide appropriate corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Monitor, support and sustain the effective implementation and maintenance of a positive school culture and learning environment
- Use professional judgment to prevent minor incidents from escalating

### **Responsibility of District Staff**

- Create and implement policies and procedures that encourage safe and orderly schools for all students, school staff and principals
- Protect the legal rights of school staff, principals, students and parents
- Provide appropriate training and resources to implement positive behavior interventions and supports at each school
- Assist parents who are unable to resolve issues at the school level
- Utilize individual school discipline data to identify and allocate professional development services for school administrators and staff
- Review and revise the Student Code of Conduct annually

## Student Conduct and Behavior

- The **PBIS Plan** emphasizes teaching students to behave in ways that contribute to academic achievement, school success, and support a school environment where students and school staff are responsible and respectful.
- The PBIS Plan will include: teaching school rules, reinforcing appropriate student behavior, using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.
- The educational purposes of the schools are accomplished best in a positive school climate that teaches, models, and reinforces student behavior that is socially acceptable and conducive to the learning and teaching process. There must also be a consistent continuum of consequences for ongoing student misconduct across the Lapwai School District.
- The School Board recognizes that the *Student Code of Conduct* must be consistent with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504). Therefore, students eligible for services under IDEA or Section 504 will be disciplined in accordance with these acts and are governed by those *Student Code of Conduct* provisions, which specify that they apply to students covered under IDEA and 504 students.

## Behavior Expectations

One of our school improvement goals is to improve student behavior through **Positive Behavior Interventions and Supports (PBIS)**. To achieve this goal, three overarching rules have been adapted for our school: **Be Respectful, Be Responsible, and Be Safe**.

Below are the Lapwai High School PBIS behavior expectations. This matrix describes the expected behavior for every location on our school grounds. These behavior expectations will be taught explicitly, modeled, practiced, and positively reinforced. Students will be acknowledged for successfully managing these behaviors.

PBIS	<u>Be Respectful</u> <u>Qa'ánnin'</u>	<u>Be Responsible</u> <u>Timmíyunin'</u>	<u>Be Safe</u> <u>Namá'íyanin'</u>	<u>Digital Citizenship</u>
<u>All Areas</u>	*Follow directions quickly *Respect others and self (including property, clothing and language choices) *Treat others as you want to be treated	*Be here every day *Be on time *Leave personal items in locker (phones, iPods, iPads, mp3 player, all electronic devices)	*Be bully-free in words and actions *Keep hands, feet, and objects to yourself *Inform an adult about dangerous objects, behaviors, and substances	

<u>Classrooms</u>	<ul style="list-style-type: none"> <li>*Use kind words and actions</li> <li>*Use quiet voices</li> <li>*Follow directions quickly</li> <li>*Use active listening skills</li> </ul>	<ul style="list-style-type: none"> <li>*Do your best</li> <li>*Come to class prepared</li> <li>*Listen respectfully</li> <li>*Use break times responsibly</li> <li>*Leave backpacks, purses, makeup bags etc. in locker</li> </ul>	<ul style="list-style-type: none"> <li>*Follow class expectations</li> <li>*Get permission to leave class</li> <li>*Stay in assigned area</li> <li>*Leave chair and desk legs on floor.</li> </ul>	
<u>Passing Areas</u> (Hallways, stairs, foyer, sidewalks, breezeway)	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Keep hands &amp; feet to self</li> <li>*Use kind and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to destination &amp; back</li> </ul>	<ul style="list-style-type: none"> <li>*Walk safely and with purpose</li> </ul>	
<u>Cafeteria/ Lunch-break</u>	<ul style="list-style-type: none"> <li>*Follow staff instructions</li> <li>*Touch and eat your own food</li> <li>*Stay in line/ keep your place in line</li> </ul>	<ul style="list-style-type: none"> <li>*Food &amp; drink in cafeteria only</li> <li>*Clean up your area</li> <li>*Stack up chairs (high school only)</li> </ul>	<ul style="list-style-type: none"> <li>*Drive safely (high school)</li> <li>*Stay in designated areas only</li> </ul>	
<u>Outside Activities</u>	<ul style="list-style-type: none"> <li>*Follow directions quickly</li> <li>*Play fair</li> <li>*Take turns and share equipment</li> <li>*Use positive behavior and language</li> </ul>	<ul style="list-style-type: none"> <li>*Respectfully, use and return equipment properly</li> <li>*Take care of facilities</li> </ul>	<ul style="list-style-type: none"> <li>* Inform an adult about dangerous objects, behaviors, and substances</li> <li>*Play safely</li> <li>*Stay in assigned areas</li> </ul>	
<u>Bathrooms</u>	<ul style="list-style-type: none"> <li>*Respect privacy</li> <li>*Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*Flush the toilet</li> <li>*Wash your hands</li> <li>*Return to class quickly</li> <li>*Use sign out sheet/hall-pass</li> <li>*Report and inform staff of any safety/maintenance issues</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Throw trash away</li> <li>*Keep water &amp; soap in sink</li> </ul>	
<u>Gym</u>	<ul style="list-style-type: none"> <li>*Follow adult instructions</li> <li>*Play fair</li> <li>*Encourage others</li> <li>*Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Respectfully, use and return equipment</li> <li>*Follow gym expectations</li> <li>*Leave all food and drinks outside the gym</li> </ul>	<ul style="list-style-type: none"> <li>*Play safely</li> <li>*Only in gym with adult supervision</li> </ul>	
<u>Library</u>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Follow directions</li> <li>*Respect others' space</li> </ul>	<ul style="list-style-type: none"> <li>*Return books on time</li> <li>*Take care of books, computers, and library equipment</li> <li>*Put away items after use</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Follow library expectations</li> <li>*Only in Library with adult supervision</li> </ul>	
<u>Bus/Pick-Up Zone</u>	<ul style="list-style-type: none"> <li>*Follow bus drivers' and staff's directions</li> <li>*Respect others' space</li> <li>*Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*Carry your own things on and off the bus</li> <li>*Throw away your trash</li> <li>*Remain seated until it is time to get off</li> </ul>	<ul style="list-style-type: none"> <li>*Keep head and arms inside the windows</li> <li>*Keep feet and backpacks out of the aisle</li> <li>*Walk to and from the bus</li> </ul>	
<u>Assemblies</u>	<ul style="list-style-type: none"> <li>*Remain respectful to presenters</li> <li>*Keep all electronic devices in locker during assemblies</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit quietly</li> <li>*Pick up trash on way out</li> <li>*Follow gym expectations</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated</li> <li>*Walk with class</li> <li>*Stay with class</li> </ul>	
<u>Emergencies</u>	<ul style="list-style-type: none"> <li>*Listen and follow directions quickly</li> <li>*Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*Be alert</li> <li>*Provide assistance if asked</li> </ul>	<ul style="list-style-type: none"> <li>*Remain calm</li> <li>*Stay quiet</li> <li>*Walk with class</li> </ul>	

**UNIVERSAL CONSEQUENCE SYSTEM**

A universal consequence system will be a clear and observable system of behavior checks. By having a physical, step-by-step consequence system students will be held accountable for their actions and teachers will be accountable to give consistent and fair consequences. This universal consequence system will provide adequate

documentation necessary for discussion with parents and problem-solving on a school level. With a consistent system among staff, it will be easier to prioritize large-scale improvements at the school.

1. Each teacher will have a system of **THREE warnings for behavior**. Each warning will produce a leveled consequence.
2. Each teacher will have a **PHYSICAL display** of the consequence system.
3. All warnings and leveled consequences (whether administered by teachers or administration) must be **expected and consistent**.

**Warning 1:** Verbal Warning

**Warning 2:** Verbal Warning PLUS Corrective Teacher Intervention

**Warning 3:** Verbal Warning PLUS Corrective Teacher Intervention

**Write Up 4:** Write-Up with Corrective Teacher Interventions noted

The ***Student Code of Conduct*** is intended to outline a range of appropriate responses for inappropriate behaviors:

- Poor academic achievement is not an act of misconduct. Therefore, the *Student Code of Conduct* must not be used to discipline students for poor academic achievement or failure.
- A parent's failure to appropriately support his/her child's education cannot be considered misconduct on the part of the child.
- The *Student Code of Conduct* applies to all students. However, discipline for students with disabilities shall be administered in accordance with federal and state law.
- In working within the Student Code of Conduct, school administration and staff must be sensitive to cultural differences a student may exhibit.

In an effort to fully implement school-wide Positive Behavior Intervention and Supports (PBIS) and reduce the loss of instructional time the Lapwai Middle High School expects that each teacher will utilize a wide variety of corrective strategies. **Teachers must utilize and document a minimum of two research based interventions prior to writing and submitting a discipline referral on a minor offense. Some examples are provided below.** Prior to a student receiving a suspension it is the administrator's responsibility to ensure that the student has had two interventions that address the student misbehavior. These interventions must be DOCUMENTED. Exceptions to this are offenses, which are most serious in nature (Level 3 and Level 4), and have occurred with no prior opportunity to provide early interventions.

### **Sample Classroom/ Teacher Interventions Prior to Discipline Referral**



<i>Corrective Strategy</i>	<i>DESCRIPTION</i>
Apology Restitution	Student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through verbal or written declaration of remorse.
Check in/Check Out	Daily contact with an assigned adult on campus. Student should see the adult before school starts each day, as well as at the end of the day.
Conference With Parent(s)	Teacher communicates with student's parent(s) by phone, email, written notes, or in person about the problem.
Conference With Student	Private time with a student to discuss behavior interventions/ solutions. This can include direct instruction in expected or desirable behaviors.
Corrective Assignment Restitution	Student completes a task that compensates for the negative action and triggers a desire not to revisit the negative behavior ( <i>i.e.</i> , clean-up, helping another person).
Detention	Required attendance for a monitored period of time, generally an hour after school, during lunch, or Saturday.
Home/ School Plan	Parent(s) and teacher agree on a consistent approach. The plan should be consistent with school practices, emphasizing teaching and rewarding of appropriate behaviors and using consistent consequences for problem behaviors. The home/school plan should be explained to the student by the parent(s) and teacher, as appropriate.
In-Class Time Out	Predetermined consequence for breaking classroom rules of short duration (five minutes or less, usually separated from group, but remains in class) or brief withdrawal of attention and other reinforcers (a time for student to reflect on his or her action).
Mentoring	An agreed upon adult or student who provides consistent support, guidance, and concrete help to a student who is in need of a positive role model.
Out-of-Class Time out	Student is assigned to another supervised environment for a period of time out ( <i>i.e.</i> , another classroom), slightly longer duration than in-class time out (30 minutes or less). Student must comply with rules of exclusion time out. Time-out procedure must be taught to students before implementing.
Privilege Loss	Incentives given for positive behavior are lost, ( <i>i.e.</i> , five minutes off computer time).
Reflective Assignment	Help student realize why his misbehavior was wrong by asking him/her to compose a reflective essay
Teach/Reteach Student Expectations	Teach and model behavioral expectation that students are having difficulty with adherence
Written Contract	Student, teacher, and parent(s) may formulate a document expressing the student's intention to remediate or stop further occurrences of a problem behavior. Written contract should be positive in tone and it should include incentives but may also include consequences for misbehavior.
Behavior Contract	A written/verbal contract or plan for the student with stated goals, objectives, and outcomes for the student to develop the necessary skills to address the stated incident
Community Service	Donated service or activity that is performed by student for the benefit of the public or its institutions.

Conference With Parent(s)	Administrator and teacher communicate with student's parent(s) by phone, email, written notes, or person to person about the problem.
Conference With Student	Private time with a student to discuss behavior interventions/solutions. This can include direct instruction in expected or desirable behaviors.
Daily / Weekly Report	A progress report and/or assignment sheet which gives the student and parent the opportunity to track the student's academic and behavioral progress in each of his/her classes for a specified period of time.
Loss of Privileges (during school hours)	The loss of a privilege(s) during school hours such as assemblies, field trips, and incentive activities. (The loss of an academic field trip should only occur when safety is a concern.)
Parent/Guardian Attends Class with Child	Parent/Guardian agrees to shadow child and/or attends class with their child at school for an agreed upon time during the child's school day.
Plan Meeting (IEP, LEP, 504)	Student recommended to the necessary department/group for discussion and development of a course of action/interventions for the student.
Referral for Admin Mediation	Referral to Mediation with an Administrator for stated incident.
Referral for Peer Mediation	Referral to Mediation with a Peer for stated incident.
Referral to School Based Team	Referral to the School Based Team for possible interventions. (possible appropriate PLC)
Referral to School Guidance	Counseling of the student by the guidance counselor to assist the student in developing or utilizing the necessary skills to address the incident.
Restorative Justice	A structured process guided by a trained facilitator in which the participants in an incident examine the intended and unintended impact of their actions and decide on interpersonal remedies to repair harm and restore relationship.
Schedule Change (change of regular classes)	A permanent change in the student's regular class schedule.
School Service Work (during school hours)	Work assistance, provided by the student, to any staff member during school hours, assistance could include campus or hallway clean-up
Silent Lunch / Lunch Detention	A separate facility and/or seating arrangement for the student during a regularly scheduled lunch period. Additionally, the administrator may request some cafeteria clean-up assistance from the student such as sweeping, wiping tables, and/or assisting with other clean-up activities.
Temporary Classroom Change (short-term)	The temporary removal of a student from their regular classroom to a different classroom. The student will be given the opportunity to complete his or her regular class work in the alternative setting.
Temporary Removal from Classroom	The temporary removal of a student from the traditional learning environment to a separate, individual learning environment for a short period of time
Voluntary Restitution / Self-Designed Action(s)	Student makes amends for negative actions, taking responsibility to correct the problem, through a written or verbal apology.
Other	Must still be documented and a teacher intervention.

LEVEL 1	Range of Corrective Strategies Prior to Administering Discipline	Range of Discipline Actions
<p style="text-align: center;"><b>Behaviors</b></p> <p>Level 1 Incidents are acts that disrupt the orderly operation of the classroom, school, transportation or extracurricular activities</p> <p style="text-align: center;"><b>LEVEL 1 INCIDENTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tardiness, Habitual</li> <li><input type="checkbox"/> Truancy</li> <li><input type="checkbox"/> Out of Assigned Area</li> <li><input type="checkbox"/> Leaving School Grounds w/out permission</li> <li><input type="checkbox"/> Dress Code Violations</li> <li><input type="checkbox"/> Public Displays of Affection</li> <li><input type="checkbox"/> Cheating</li> <li><input type="checkbox"/> Failure to comply with School Rules</li> <li><input type="checkbox"/> Bus Rules Violation</li> <li><input type="checkbox"/> Computer/Technology Misuse                             <ul style="list-style-type: none"> <li>○ (Minor)</li> </ul> </li> <li><input type="checkbox"/> Disruptive (Unruly) Behavior or Play</li> <li><input type="checkbox"/> Disrespectful Language</li> <li><input type="checkbox"/> Confrontation</li> <li><input type="checkbox"/> Lying/Misrepresentation</li> <li><input type="checkbox"/> Cell phone/Technology Violation</li> <li><input type="checkbox"/> Inappropriate Activity</li> <li><input type="checkbox"/> Disobedience/Insubordination</li> </ul> <p><b>*Referral to School Based Team Mandatory</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review of Matrix of Expectations</li> <li><input type="checkbox"/> Re-teach Behavior</li> <li><input type="checkbox"/> Coaching</li> <li><input type="checkbox"/> Reflective Assignment</li> <li><input type="checkbox"/> Apology Letter</li> <li><input type="checkbox"/> Check in Check out</li> <li><input type="checkbox"/> Conference with Parents</li> <li><input type="checkbox"/> Conference with Student</li> <li><input type="checkbox"/> Corrective Assignment Restitution</li> <li><input type="checkbox"/> Detention/Refocus Rooms</li> <li><input type="checkbox"/> Home/School Plan</li> <li><input type="checkbox"/> In-Class Time Out</li> <li><input type="checkbox"/> Mentoring</li> <li><input type="checkbox"/> Out-of-Class Time Out</li> <li><input type="checkbox"/> Privilege Loss</li> <li><input type="checkbox"/> Reflective Assignment</li> <li><input type="checkbox"/> Teach/Reteach Student Expectations</li> <li><input type="checkbox"/> Written Contract</li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> Community Service</li> <li><input type="checkbox"/> Daily/Weekly Report</li> <li><input type="checkbox"/> Parent Attends Class with Child</li> <li><input type="checkbox"/> Plan Meeting (IEP, LEP, 504)</li> <li><input type="checkbox"/> Referral For Peer Mediation</li> <li><input type="checkbox"/> Restorative Justice</li> <li><input type="checkbox"/> Schedule Change (change of regular classes)</li> <li><input type="checkbox"/> School Service Work (during school hours)</li> <li><input type="checkbox"/> Silent Lunch/Lunch Detention</li> <li><input type="checkbox"/> Temporary Classroom Change (short-term)</li> <li><input type="checkbox"/> Temporary Removal from Classroom</li> <li><input type="checkbox"/> Voluntary Restitution/Self-Designed Action(s)</li> <li><input type="checkbox"/> others</li> </ul>	<p>The principal or designee <b>may</b> select at least one of the following from Level 1 Actions. Principals may authorize use of Level 2 Actions for repeated, serious, or habitual Level 1 Incidents.</p> <p style="text-align: center;"><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Parent/Guardian Contacted (<b>M</b>)</li> <li>➤ Conference with Student (<b>M</b>)</li> </ul> <p style="text-align: center;"><b>LEVEL 1 ACTIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with Parents</li> <li><input type="checkbox"/> Referred to School Guidance</li> <li><input type="checkbox"/> Referral for Peer Mediation</li> <li><input type="checkbox"/> Referral for Administrative Mediation</li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> Plan Meeting (IEP, 504, LEP)</li> <li><input type="checkbox"/> Daily Weekly Report</li> <li><input type="checkbox"/> Schedule Change</li> <li><input type="checkbox"/> Parent Guardian Attends School w/Student</li> <li><input type="checkbox"/> Voluntary Restitution</li> <li><input type="checkbox"/> Assigned Bus Seat</li> <li><input type="checkbox"/> Silent Lunch/Lunch Detention</li> <li><input type="checkbox"/> After School Detention</li> <li><input type="checkbox"/> Extended or Multiple Detention</li> <li><input type="checkbox"/> Saturday School Detention</li> <li><input type="checkbox"/> Confiscation</li> <li><input type="checkbox"/> Conflict Resolution</li> <li><input type="checkbox"/> Mentoring</li> <li><input type="checkbox"/> Referral to Outside Agency</li> </ul> <p><b>M = Mandatory</b></p>

## Discipline Guide

<p style="text-align: center;"><b>LEVEL 2</b></p> <p style="text-align: center;"><b>Behaviors</b></p> <p>Level 2 Incidents are more serious than Level 1 Incidents. These behaviors significantly interfere with the learning process and/or the well-being of others</p> <p style="text-align: center;"><b><u>LEVEL 2 INCIDENTS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Harassment *</li> <li><input type="checkbox"/> Bus Disruption</li> <li><input type="checkbox"/> Profane or Obscene Language</li> <li><input type="checkbox"/> Threat, Non-Criminal *</li> <li><input type="checkbox"/> Physical Aggression *</li> <li><input type="checkbox"/> Repetitive Disruptive Behaviors *</li> <li><input type="checkbox"/> Repetitive Disobedience □</li> <li><input type="checkbox"/> Bullying/Cyber bullying *</li> <li><input type="checkbox"/> Hazing *</li> <li><input type="checkbox"/> Vandalism &lt;\$1000</li> <li><input type="checkbox"/> Petty Theft or Stealing &lt;\$300</li> <li><input type="checkbox"/> Possession of Tobacco Products **</li> <li><input type="checkbox"/> Un-served Detentions (Regular)</li> <li><input type="checkbox"/> Un-served Detentions (Saturday)</li> <li><input type="checkbox"/> Firecrackers/Poppers *</li> <li><input type="checkbox"/> Forgery of Document or Signature</li> <li><input type="checkbox"/> Gambling *</li> <li><input type="checkbox"/> Sexual Harassment *</li> <li><input type="checkbox"/> Possession of Other Instruments or Objects</li> <li><input type="checkbox"/> Menacing Statements, Non-             <ul style="list-style-type: none"> <li><input type="checkbox"/> Criminal *</li> </ul> </li> <li><input type="checkbox"/> Severe Inappropriate Activity *</li> </ul> <p><b>*Referral to School Based Team Mandatory</b></p>	<p style="text-align: center;"><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Investigation</li> <li>➤ Witness Statements</li> </ul> <p style="text-align: center;"><b>Range of Corrective Strategies Prior to Administering Discipline</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Investigation</li> <li><input type="checkbox"/> Witness Statements</li> <li><input type="checkbox"/> Review of Matrix of Expectations</li> <li><input type="checkbox"/> Coaching</li> <li><input type="checkbox"/> Reflective Assignment</li> <li><input type="checkbox"/> Apology Letter</li> <li><input type="checkbox"/> Check in-Check Out</li> <li><input type="checkbox"/> Restorative Justice</li> <li><input type="checkbox"/> Ripple Effects</li> <li><input type="checkbox"/> Stay Away Agreement</li> <li><input type="checkbox"/> Victim Safety Plan</li> </ul>	<p style="text-align: center;"><b>Range of Discipline Actions</b> Where appropriate principals or designees should apply discipline in a progressive manner. The principal or designee <b>can</b> select one of the strategies from Level 1, as well as one action from Level 2.</p> <p style="text-align: center;"><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Parent/Guardian Contacted <b>(M)</b></li> <li>➤ Conference with Student <b>(M)</b></li> </ul> <p style="text-align: center;"><b><u>LEVEL 2 ACTIONS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mediation</li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> Plan Meeting (IEP, 504, LEP)</li> <li><input type="checkbox"/> Daily Weekly Report</li> <li><input type="checkbox"/> Voluntary Restitution</li> <li><input type="checkbox"/> Restorative Justice</li> <li><input type="checkbox"/> Community Service</li> <li><input type="checkbox"/> Loss of Privileges</li> <li><input type="checkbox"/> Confiscation</li> <li><input type="checkbox"/> In-School Intervention</li> <li><input type="checkbox"/> In-School Suspension</li> <li><input type="checkbox"/> Days Held in Abeyance</li> <li><input type="checkbox"/> Tobacco Alternative Program **</li> <li><input type="checkbox"/> Bus Suspension</li> <li><input type="checkbox"/> Out of School Suspension for 1-5 days</li> </ul> <p>** 1<sup>st</sup> Offense – 5 days OSS/3 in Abeyance with attendance at Alcohol Tobacco or Other Drugs (ATOD)</p> <p>** 2<sup>nd</sup> Offense – 5 days OSS/2 in Abeyance with attendance at Alcohol Tobacco or Other Drugs(ATOD)</p> <p>*** Further offenses – 10 days OSS</p> <p><b>M = Mandatory</b></p>
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<p style="text-align: center;"><b>LEVEL 3</b></p> <p style="text-align: center;"><b>Behaviors</b></p> <p>Level 3 Incidents are more serious than Level 2 Incidents. These behaviors cause significant disruptions with the learning process. These incidents cause health and/or safety concerns, or damage to school property.</p> <p style="text-align: center;"><b><u>LEVEL 3 INCIDENTS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fighting</li> <li><input type="checkbox"/> Verbal Assault on an Student/Person</li> <li><input type="checkbox"/> Verbal Assault on School Board Employee</li> <li><input type="checkbox"/> Physical Attack</li> <li><input type="checkbox"/> Extortion/Blackmail/Coercion</li> <li><input type="checkbox"/> Robbery</li> <li><input type="checkbox"/> Hazing</li> <li><input type="checkbox"/> Stealing &gt;\$300</li> <li><input type="checkbox"/> Vandalism &gt;\$1000</li> <li><input type="checkbox"/> Breaking and Entering/Burglary</li> <li><input type="checkbox"/> Computer/Technology Misuse             <ul style="list-style-type: none"> <li><input type="checkbox"/> (Major)</li> </ul> </li> <li><input type="checkbox"/> Reckless Vehicle Use</li> <li><input type="checkbox"/> Motor Vehicle Theft</li> <li><input type="checkbox"/> Arson ****</li> <li><input type="checkbox"/> Counterfeit or Misrepresented Document</li> <li><input type="checkbox"/> Sexual Assault</li> <li><input type="checkbox"/> Unauthorized use of Prescription Medications***</li> <li><input type="checkbox"/> Use of Intoxicants***</li> <li><input type="checkbox"/> Alcohol ***</li> <li><input type="checkbox"/> Drug Paraphernalia ***</li> <li><input type="checkbox"/> Drugs/Imitation Drugs Represented as Drugs             <ul style="list-style-type: none"> <li><input type="checkbox"/> (possession/use/storage)***</li> </ul> </li> <li><input type="checkbox"/> Disruption of School</li> <li><input type="checkbox"/> Trespassing</li> <li><input type="checkbox"/> False Fire Alarm/ 911 Call</li> <li><input type="checkbox"/> Bomb Threat ****</li> <li><input type="checkbox"/> Inappropriate Lewd, or Obscene Act</li> <li><input type="checkbox"/> Sexual Misconduct</li> <li><input type="checkbox"/> Possession of a Knife or Other             <ul style="list-style-type: none"> <li><input type="checkbox"/> Potentially Dangerous Item</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Investigate (M)</li> <li>➤ Witness Statements (M)</li> <li>➤ Notify School Police (M)</li> <li>➤ Referral to School Based Team (M)</li> </ul>	<p style="text-align: center;"><b>Range of Discipline Actions</b></p> <p>Principals <b>must</b> select at least one of the nonmandatory Level 3 Actions.</p> <p style="text-align: center;"><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Parent/Guardian Contacted (M)</li> <li>➤ Student Conference (M)</li> </ul> <p style="text-align: center;"><b><u>LEVEL 3 ACTIONS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confiscation (where applicable)</li> <li><input type="checkbox"/> Restorative Justice</li> <li><input type="checkbox"/> Community Service</li> <li><input type="checkbox"/> Loss of Extra Curricular Activities</li> <li><input type="checkbox"/> In School Suspension</li> <li><input type="checkbox"/> Days Held in Abeyance</li> <li><input type="checkbox"/> Suspension from School 1-10 days</li> <li><input type="checkbox"/> Recommended for Expulsion ****</li> </ul> <p style="text-align: center;">Alcohol or Other Drug (AOD) Offenses</p> <p>*** 1<sup>st</sup> Offense – 10 days OSS/5 in Abeyance with attendance at District approved Alcohol or Other Drugs program</p> <p>*** Repeated Alcohol or Other Drugs offense during same calendar year – REQUIRE a 10 day out-of-school suspension and Principal can recommend for expulsion.</p> <p style="text-align: center;"><b><u>Principals can request to convene a Discipline Screening Committee on any infraction that is unique in nature.</u></b></p> <p><b>M= Mandatory</b></p>
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<p><b>LEVEL 4</b></p> <p><b>Behavior</b> These behaviors are the most serious acts of student misconduct and threaten life</p> <p><b><u>LEVEL 4 INCIDENTS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Imminent Threat of Violence,</li> <li><input type="checkbox"/> High Level****</li> <li><input type="checkbox"/> Attempt a Criminal Act Against a Person****</li> <li><input type="checkbox"/> Possession of a Firearm, Handgun, Rifle, Shotgun****</li> <li><input type="checkbox"/> Battery on Law Enforcement Officer****</li> <li><input type="checkbox"/> Possession, Use, Sale, Storage or Distribution of an Explosive Device****</li> <li><input type="checkbox"/> Sale, Intent to Sell, or Distribution of Drugs, Imitation</li> <li><input type="checkbox"/> Drugs Represented as Drugs, or Prescription Medications****</li> <li><input type="checkbox"/> Aggravated Assault**** Battery or Aggravated Battery on a Student/Person (Non- School Board Employee)****</li> <li><input type="checkbox"/> Armed Robbery****</li> <li><input type="checkbox"/> Battery or Aggravated Battery on School Board Employee****</li> <li><input type="checkbox"/> Sexual Battery ****</li> <li><input type="checkbox"/> Kidnapping or Abduction****</li> <li><input type="checkbox"/> Homicide****</li> </ul>	<p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Investigate (M)</li> <li>➤ Witness Statements (M)</li> <li>➤ Notify Area Supt. (M)</li> <li>➤ Notify Safe Schools (M)</li> <li>➤ Notify School Police (M)</li> </ul>	<p><b>Discipline Consequences</b> Principal or designee <b>must</b> use the following Level 4 Actions</p> <p style="text-align: center;"><b><u>LEVEL 4 ACTIONS</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Guardian Contacted (M)</li> <li><input type="checkbox"/> Student Conference (M)</li> <li><input type="checkbox"/> Confiscation (if applicable) (M)</li> <li><input type="checkbox"/> Suspension from School 10 days (M)</li> </ul> <p>****Recommendation for Expulsion (M)</p> <p>Principals can request to convene a Discipline Screening Committee on any infraction that is unique in nature.</p> <p><b>M= Mandatory</b></p>
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**BULLYING/HARASSMENT**

Bullying is when one or more people cause physical, verbal, or emotional harm to another. To help all students feel safe at school, we have a concerted effort to stop bullying.

Lapwai Middle/High School does not tolerate bullying or harassment, and is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyber bullying or menacing in violation of this policy is encouraged to immediately report his/her concerns to a teacher; his/her immediate supervisor; to the building principal; or to the superintendent.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved *Student Code of Conduct* or employee handbook.

Procedures shall include descriptions of prohibited conduct, reporting investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

**All complaints will be promptly investigated in accordance with the following procedures:**

**Step I-** Any hazing, harassment, intimidation, bullying, cyber bullying or menacing information shall be presented to the supervising teacher with the support of the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chairman.

**Step II-** The supervising teacher receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The teacher and/or principal will arrange meetings as necessary with all concerned parties. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental level and age of the student, and must be consistent with the Board of Education's approved Student Code of Conduct. Consequences and appropriate remedial actions may range from positive behavioral interventions up to and including suspension or expulsion.

**Step III-** Whenever necessary remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence of the behavior; and protect the victim* of the act.

**Step IV-** If the complainant and/or parent/guardian is not satisfied with the actions taken in Steps I-III, he/she may submit a written appeal to the superintendent or designee. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

**Step V-** If the complainant is not satisfied with the decision at Step IV, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after the receipt of Step IV decision. The board shall provide a written decision to the complainant within 10 working days after the scheduled Board Meeting.



Further information is available on *Bullying in Lapwai School District Policy 506.13*. If interested, you may request a copy from the front office or the District Office.

### **BUS SERVICE**

**Appropriate behavior is expected of all students while riding school buses as per Lapwai School District Discipline Code** (refer to enclosed 5020 Discipline Code). Students riding the bus to school must obey posted rules, regulations and the authority of the bus driver. Students not abiding by these rules will be subject to disciplinary action determined by the school administrators. Only students living outside the city limits of Lapwai (with the exception of Sundown Heights) may ride buses. Once students arrive at school on the bus, they are required to stay on the school grounds.

### **CELL PHONES / ELECTRONIC DEVICES**

Cell phones or electronic devices (including, but not limited to: tablets, mp3 players, iPods) use is not allowed during the school day (8:15 a.m. - 3:28 p.m.) with the exception of LUNCH HOUR (only in the commons or outside). This is necessary to ensure a productive, safe and focused educational environment. Phone noises and conversations distract from the learning focus and sometimes lead to arguments, inappropriate language, bullying/harassment, and academic dishonesty.

All cell phones and electronic devices should remain turned off during the entire school day and must be stored away in each student's respective lockers. Use is not permitted during class or between classes during transition times from one class to the next. (Exceptions may be granted in writing by Administration for medical or court ordered requirements.)

Parents are discouraged from calling students on their cell phones during the school day. Parents are asked to call the main school office at 843-2241, to relay any message his/her student may need.

Students may get permission to use the student phone located in the main office during the school day.

Procedure for cell phone/electronic device violations:

- Give the phone/device to any staff member.
- The staff member will turn the device in to the office where **the student** may pick it up at the end of the day.
- The device will come to the office with a citation slip.
- Both the citation slip and phone will be placed in the vault, and the phone will be picked up by the student after school.
- After the 3rd violation, the phone will be confiscated and the **parent** will have to come to the school to retrieve the phone and meet with an administrative staff member.
- Students who refuse to comply will be considered insubordinate and may be referred to the office for suspension from school.

### **CRIMINAL ACTS**

The following acts are among those defined as criminal under the law in the State of Idaho. Police may be involved in addressing any of these concerns:

1. **Assault**- Physical threat or violence toward staff or students
2. **Bomb Threats**- Student(s) calling in a bomb threat may be convicted of a felony and subject to penalty in the state penitentiary.
3. **Extortion or Coercion**- Obtaining money or property by violence or threat of violence, or forcing a person to do something against his/her will by force or threat of force
4. **Possession** of firearms, weapons, or explosives
5. **Sale, use or possession of alcohol or drugs**
  - a. Lapwai Middle/High School is committed to a drug-free environment. Students suspected of being under the influence of any drug during school, on school property, or at any school function will be isolated, based on "reasonable suspicion." If students are determined to be "under the influence," parents/guardians will be contacted, along with law enforcement.
  - b. It is the policy of the Lapwai School District that a student shall not possess, use, sell, transmit, traffic in, or be under the influence of illegal/controlled substances on the school grounds or while attending a school activity. It is the policy that any student who uses, sells, transmits, or traffics in any substance that is subject to this policy shall receive professional assistance. Lapwai Schools will follow Idaho law and Board Policy when assisting students with drug/alcohol concerns. A student who brings drugs and/or alcohol to school or who is under the influence of drugs and/or alcohol may be subject to the following discipline and/or suspension or expulsion at the discretion of the School Board.
    - i. 1<sup>st</sup> Offense: 5 days out-of-school suspension and may be required to appear before the Board for possible expulsion.
    - ii. 2<sup>nd</sup> Offense: 10 days out-of-school suspension and may be required to appear before the Board for possible expulsion.
    - iii. 3<sup>rd</sup> Offense: Recommendation for expulsion.
6. **Sexual harassment/abuse**- Unwanted, inappropriate touching, teasing, and/or threatening. An incident report will be filed; parents will be notified
7. **Tampering with security systems and/or fire alarms**
8. **Theft**- Stealing property of the school or of another person or aiding or abetting such stealing
9. **Trespass by Students**- Being in an unauthorized place under school jurisdiction and/or refusing to leave when ordered to do so
10. **Unauthorized use of Firearms, Dangerous Weapons, or Explosives**
11. **Vandalism, arson, malicious destruction of school property**

-Students are responsible for the proper care of all school property. Students who damage school property will be expected to pay for the damages. The amount owed will be the costs to repair or replace damaged property. Disciplinary action may be taken by the school and/or law enforcement.

### SEVERE DISRUPTION

Any student whose behavior is severely disruptive and/or dangerous will be sent to an administrator immediately for a problem solving conference. Continuous disruption and failure to comply with reasonable requests of faculty and staff may result in suspension from school.

### DETENTION

Detention may be used by the faculty and administration for infractions of school/class regulations. Detention will be held **DAILY from 3:30-4:00** and on **Fridays from 1:30 to 3:30** only. Students must report promptly to detention and must bring work or something to read. Students who do not come prepared will be provided an assignment or writing prompt. Detention time does not begin until the student starts working. Time off task will not count toward the total time assigned. Defiance during detention may lead to additional time the following Friday with admin approval.

(Must be read at each detention session)

Detention Expectations:

*“You must bring schoolwork or a book to read. You may not grab a book off a shelf in this room. If you do not have these items please refer to the writing prompt in front of you.*

*You must be seated and quiet by now, or you will not be admitted to detention.  
You must be studious and polite, or you will be asked to leave, and no time will be credited for serving.  
All regular classroom rules apply like no food, no drink, no headphones, no cell phones, and no talking.*

*Detention has begun.”*

Students will be considered in “good standing” and, therefore, eligible to participate in extracurricular activities at the end of their time served in detention. If students have not served their detentions, they are not eligible to participate in and/or attend extracurricular school activities, such as sporting events.

Admin will oversee notifying parents regarding detention every Thursday. This includes Friday morning parent contacts if necessary. BrightArrow may be used to notify parents.

Failure to report to detention is defiance. Admin will assign the consequence for not reporting to detention which may include one or more of the following:

1. One-Day Suspension
2. Closed Campus Lunch
3. Additional Detention Hours
4. Saturday School
5. Athletic Participation Suspension

### DRESS CODE

Students' dress, grooming and personal property will be of such a nature that they will be **non-disruptive** to the educational process or functions of the school, and will be such that they are not detrimental to the health and safety of the students.

Clothing and other personal property (including hats) must not be offensive or obscene and may not advertise or depict the use of alcohol, tobacco, illegal drugs, violence or gang affiliation. *Clothing must be school appropriate with no unnecessary exposure (breasts, bellies, and bottoms must be completely covered at all times). Bandanas are not permitted on school grounds.*

Your attire must allow you to effectively engage with teachers and students during class discussions.

Students who wear objectionable clothing will be asked to change into something more presentable. Refusal to comply with this rule may result in suspension of the offending student until such time as compliance is met.