

# III. CODE OF CONDUCT: DISCIPLINE

## NORTH JUNIOR HIGH SCHOOL CODE OF CONDUCT

Our school is a community of people who learn and work together. Every member has rights and responsibilities as a member of this community.

### Rights

1. The right to learn and attend school.
2. The right to be treated with respect.
3. The right to be safe and secure.
4. The right to participate in activities.
5. The right to privacy, personal property, and the appropriate use of school property.

### Responsibilities

1. The responsibility to be in school, be prepared, be on time, be honest, and not interfere with other students' learning.
2. The responsibility to treat other students, staff, and the public with respect.
3. The responsibility to act so as not to endanger the safety of others.
4. The responsibility to participate according to rules and guidelines and to show consideration for other participants.
5. The responsibility to respect the privacy and property of others and to respect school property.

Each of these is explained in greater detail as follows:

## SECTION ONE: RIGHTS AND RESPONSIBILITIES

### 1. The Right To Learn

Each student has the right to attend school and gain an education as provided by law. Each student also has the responsibility to attend all classes, be prepared, be on time, be academically honest, and in no way to take away the rights of others to gain an education.

Unacceptable behaviors include but are not limited to:

*Excessive absences/skipping*  
*Tardiness*  
*Not doing assignments*  
*Disrupting others*  
*Talking out of turn*  
*Noise making*  
*Passing notes*  
*Academic Dishonesty/Cheating*  
*Plagiarism*

Academic dishonesty/cheating includes but is not limited to:

- Cheating on a quiz or test by using concealed answers or by copying another student's work.
- Copying an assignment, worksheet, or sharing information about an assignment or test.
- Offering to another student the answers to an assignment, worksheet, or test, whether solicited or unsolicited, in written or verbal communication.
- Lying to a teacher about academic activities.

### 2. The Right To Be Treated With Respect

Each student has the right to reasonable, fair, and courteous treatment from all members of the school community. Each student also has the responsibility to treat others including staff with respect.

All forms of harassment, abuse, insubordination, or violence among students whether by action, spoken words, written words, pictures, sounds, or any other form of communication will not be tolerated. This includes, but is not limited to, all forms of religious, sexual, and racial harassment and violence.

Examples of verbal abuse, insubordination, or violence include, but are not limited to:

*Name calling*  
*Put downs*  
*Pinching*  
*Back talk*  
*Refusing to follow directions of an adult*  
*Dirty jokes*

|  |                              |
|--|------------------------------|
| <i>Hitting</i>                                       | <i>Pornographic pictures</i> |
| <i>Pushing</i>                                       | <i>Obscene gestures</i>      |
| <i>Shoving</i>                                       | <i>Patting</i>               |
| <i>Tripping</i>                                      | <i>Grabbing</i>              |
| <i>"Play fighting"</i>                               | <i>Rumors</i>                |
| <i>Intentionally brushing against another's body</i> |                              |
| <i>Any sexually motivated unwelcome touching</i>     |                              |
| <i>Profane or vulgar language/swearing</i>           |                              |

**3. The Right To Be Safe And Secure In An Atmosphere Conducive To Learning**

Each student has a right to be physically, emotionally, and intellectually secure and free from harm. Students also have a right to learn in a clean, safe facility.

Students have a responsibility to behave in such a way so as not to endanger the health and safety of others. Consequences for endangering the health and safety of others will be administered swiftly and severely.

Examples of behaviors which endanger the health and safety of others include but are not limited to:

|   |                                     |
|---|-------------------------------------|
| <i>Fighting</i>   | <i>Littering</i>                    |
| <i>Stepping up to others</i>  | <i>Vandalism</i>                    |
| <i>Group confrontations</i>   | <i>Gang involvement</i>             |
| <i>Possession/use of weapons</i>  | <i>Fire starting/pulling alarms</i> |
| <i>Possession/use/distribution of alcohol or other illegal or controlled substances like tobacco, rubber cement, white out, aerosol paint, hair spray</i> |                                     |

**WEAPONS:** Minnesota Statute 609.12 Subd. 6 and M.S. Section 609.66 define a weapon as any instrument or object designed or intended to produce death, or used in a commission of a violent act, or in a manner which threatens, raises fear, or inflicts bodily injury.

Examples include but are not limited to: knives, including pocket knives, guns or anything resembling a gun in shape or operation, lighters, aerosol containers containing flammable materials, clubs, chains, slingshots, razors, dangerous chemicals. A weapon can also include common everyday items such as belts, combs, nail files, scissors that are used or have been modified to threaten or inflict bodily harm.

Students in possession of a weapon will be dealt with in accordance with District Policy 5144.12 that is available upon request from the Office.

The possession or use of weapons on school property, on school buses, or at school-sponsored events is strictly illegal and forbidden. Violations will be referred to the appropriate law enforcement agency and the appropriate school placement unit to determine appropriate school placement.

Anyone observing a weapon of any kind in school, on school grounds, on a school bus, or at a school-sponsored event should immediately report it to a supervisor, counselor, teacher, or administrator.

**4. The Right To Be Informed About And Participate In School Activities And Events Including Student Government**

Each student has the right to get accurate and timely information about student activities and events. Each student also has a right to attend and participate in cocurricular activities, extracurricular activities and school events.

Each student also has a responsibility to be on time, participate according to prescribed procedures, and show consideration for other participants and adhere to the Code of Conduct as a spectator.

Students also have a right and responsibility to be represented by an active student council that will work to make the school a better place and deal with problems brought to them by students.

Student petitions may be presented to the student council who may then present them to the school Steering Committee and administration. However, the collecting of signatures for a petition may not create a class or school disturbance.

**5. The Right To Privacy, Personal Property, And The Use Of School Equipment, Books, And Materials**

Students' right to privacy concerning their school records will be protected and any disclosure of confidential information from the student's permanent record shall be consistent with legal requirements and District 742 policy.

Students also have a right to be safe in their personal property and dress (see DRESS section). Students have a responsibility not to endanger the health, safety, or rights of others in their dress or personal property, i.e. bringing nuisance items like squirt guns, laser pens, etc. to school. Pagers, cell phone, and other personal communication devices are not allowed at school. Theft and vandalism are against the law and will be turned over to the police for further action.

Students have a right to use school property, equipment, books and materials. Students have a responsibility to use them in the way they were intended (see LOCKERS section).

Lockers are public property provided to students by the School District; therefore, they are not to be written on, kicked, or damaged in any way. The cost of repairing any damage to lockers will be charged to you. The school also reserves the right to inspect your locker without your consent.

## **SECTION TWO: FAILURE TO RESPECT RIGHTS AND RESPONSIBILITIES: CONSEQUENCES**

### **BEHAVIOR IMPROVEMENT MEASURES:**

Respect is the most essential quality for behavior at North Junior High School. This includes respect for self, respect for the rights of others, and respect for property. An important responsibility of the school community is to assist parents and guardians in developing a sense of respect within students. Another major responsibility of the school community is to safeguard the rights and learning environment of all members of the school.

Failure by students to respect rights and responsibilities will lead to interventions by the staff and school community. The major force behind those interventions are: (1) Punishment does not change behavior-relationships do; (2) Restitution is a necessary part of learning to improve behavior; (3) Respect needs to be established and reestablished between the school community and those who disrespect that community.

### **Spectator Conduct Code**

This includes students, as well as, adult spectators. The following is a Spectator Conduct Code for North activities:

The spectator shall:

- Stand and attentively face the flag during the National Anthem.
- Refrain from talking when the National Anthem is being played.
- Avoid acts of irreverence toward the American flag.
- Respect the safety of our guests and our own participants. Throwing any objects or the use of profane language is unacceptable.
- Realize that actions, either spoken or visual, which exhibit disrespect for our opponents or officials are unacceptable.
- Recognize that using controlled substances (tobacco, alcohol, etc.), either at or before the contest, will result in suspension from school, ejection from the premises, and revoking of the privilege of attending further contests. This includes bringing controlled substances onto school property.
- Realize that actions toward our guest spectators which can exhibit disrespect are unacceptable.
- Acknowledge that supervisors are present for protection of each spectator's rights.
- Realize that physical confrontations are unacceptable and will be referred to the proper authorities.
- Realize that when attending contests away from "home", it is expected that these conduct guides will be similarly followed.

- Recognize that when you attend contest functions, it is expected you will observe the contest from the usual viewing areas.
- Provide parents with an approximate ride pick up time to avoid excessive waiting at school and phone use.
- The school reserves the right to deny admission to students at home or away games.

## **BEHAVIOR INTERVENTION LEVELS**

The seriousness of the misbehavior, the student's age, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct upon the rights of others and school environment are considered in determining the level of intervention.

### **Level One - Classroom Misbehavior**

Intervention at this level will be dealt with by the teacher or supervisor (for hallways or the cafeteria) who is in charge when and where the misbehavior occurs. As a general guideline, it is recognized that the best intervention for the student can come at this level. All teachers are expected to develop and implement a classroom management plan which is consistent with the school's overall discipline code and plan.

As a special assistance to teachers and staff, there will be a behavior interventionist and an informal time-out procedure that teachers may use for classroom discipline infractions. Teachers may send the student to the Student Support (SS) room for a "time-out" or may simply deal with the situation without sending the student to SS. The behavior interventionist will be available to assist teachers/staff in improving student behaviors.

- There is no limit to the number of times teachers may use a time-out for a student.
- Any student sent to SS for a time-out would only remain in SS for the remainder of that class period. A student may need to remain in Student Support for a longer period of time if: (a) The student does not fill out the student reflection sheet in an appropriate manner; (b) The student does not behave appropriately in Student Support.
- Teachers would set up their own time to meet with the student to discuss the behavior.
- Students who are sent to SS for a time-out will work with the SS supervisor concerning the incident.
- There will be a short ½ page time-out sheet for teachers to fill out when they send a student to SS for the time-out. This form should be sent with the student at that time.
- The behavior interventionist/assistant principal will review time-outs periodically to determine high need areas.

The seriousness of the misbehavior, the frequency of the misconduct, and the potential effect of the misconduct upon the rights of others and the school environment should be considered in determining the level of seriousness. These infractions include but are not limited to:

1. Distractions and disruptions (talking, noises, gestures)
2. Lack of materials and assignments
3. Students who may not be on task
4. Play fighting, minor pushing, shoving, or running
5. Disrespect towards property
6. Questionable language or dress
7. Other violations of school rules
8. Tardies

Interventions by teachers will be based on the teacher classroom management plan and the North discipline policy. This will include:

1. Verbal warning – first offense
2. Conference with teacher/supervisor/team – second offense
3. **Contact with student’s parent/guardian – third offense**
4. **Lunch and after school detention when parents are notified in advance by the teacher – fourth offense**

After reasonable interventions have been tried in the classroom, teachers may make an office referral to administration.

### **Hallway and Cafeteria Misbehaviors**

Teachers and other staff will deal with minor infractions with the students at the time the misbehavior takes place. Staff most often will discuss the situation with the student(s) at the time. Examples of these situations are:

1. Minor horseplay
2. Running in the halls
3. Making an inappropriate comment

For other moderate misbehaviors, staff will send students to the SS room for a time out. Send an SS form and check “refer to behavior interventionist”. She will deal with these infractions. If staff do not have time to immediately fill out an SS form, call the SS supervisor with the information. Later, fill out the form and get it to the SS room. The behavior interventionist will meet with the student and assign consequences that are similar to classroom interventions.

Behaviors which are more severe or persistent misbehaviors which cause a major disruption will be dealt with by an administrator through the office referral process.

### **Behavior Interventionist/Assistant Principal**

The behavior interventionist's primary role is to assist teachers and staff with classroom discipline policies and expectations. Additionally, the behavior interventionist will deal with hallway and cafeteria misbehaviors of a moderate nature. Other roles are to:

1. Encourage students to respect self, respect others, and respect property
2. Help students understand and exhibit appropriate school behavior
3. Promote success through responsible and respectful relationships

The behavior interventionist will be responsible for processing excessive tardies, skips, and computer violations.

### **Level Two – Office Referrals**

Behaviors which are more severe or persistent misbehaviors which cause a major disruption will be dealt with by an administrator. **The staff member will send the office referral form to the office with the student.** Misbehavior at this level of intervention includes but is not limited to:

1. Fighting
2. Serious insubordination
3. Serious threats
4. Theft/property damage
5. Chemical/alcohol/mood altering or controlled substance possession, use, or distribution
6. Weapon possession and/or use
7. Other serious one-time incidents including sexual, racial, religious, sexual orientation, harassment, or violence
8. Other persistent misbehaviors that have not responded to interventions by the classroom teacher or behavior interventionist

Consequences: Administration will determine consequences based on the severity of the misbehavior. Consequences may include but are not limited to:

1. Dismissal from classes/school
2. Out-of-school suspension
3. Referral to out-of-school programs
4. Referral to police

## **Tardies**

1. Students who come late to school should be sent to the office. If the student is less than 15 minutes late, he/she is tardy and will be dealt with by the behavior interventionist.
2. If a student is more than 15 minutes late to class, it is considered a skip and will be treated as a skip in the behavior intervention.
3. For all other situations, students fill out tardy slips. Teachers give these tardy slips to the advisory teacher. The advisor will do as follows:
  - 1<sup>st</sup> tardy      Warning and conference
  - 2<sup>nd</sup> tardy      Call home by the advisor
  - 3<sup>rd</sup> tardy      Advisor notifies last hour teacher to hold student on restrictions until 3:10 for this and each subsequent tardy
  - 4<sup>th</sup> or more tardy incidents to class:
    - a.      Advisory teachers will use a “discipline” referral form when a student has been tardy four or more times. Please state the number of times the student has been tardy.
    - b.      Advisory teacher will assign an after school detention date (at that time). Ask the student on what day they could attend. Please allow a lag time of two or three days for the paperwork to arrive home. If appropriate a call may be made home to confirm a date. If it is confirmed by phone, any date is acceptable.
    - c.      The completed referral form will be given to the behavior interventionist.

## **Skip Procedures**

Teachers will record student skips on the green skip referral form. The behavior interventionist will then meet with the student and assign consequences, etc.

## **Computer Violations**

Teachers/staff should complete a discipline referral form indicating a computer violation. This form will be given to the behavior interventionist.

## **DESCRIPTIONS OF POSSIBLE CONSEQUENCES AND INTERVENTIONS WHICH TEACHERS AND ADMINISTRATORS MAY USE:**

### **1.      Verbal Warning**

A warning is used for minor misbehavior. It is used as a reminder to students of rights and responsibilities.

2. **Teacher/Counselor/Resource Person Conference**

A discussion is held with the student regarding the problem. The teacher or other adult provides concrete suggestions for improvement. Behavioral contracts and daily planning sheets may be used.

3. **Team Conference**

The teaching team responsible for the student discusses the problem with possible aid from counselors and others. Ways to enforce team rules and help improve student behavior are developed.

4. **Parental/Guardian Contact**

The parent/guardian is told of the problem and the steps taken thus far to improve behavior. The parent's support is requested.

5. **Parent/Guardian Conference**

Parents/guardians are asked to meet with the teacher/team/administrator either at school or at the student's home if necessary. This meeting exceeds the warning level. Assistance from parents/guardians in developing and implementing behavioral improvement plans is requested.

6. **Detention**

Detention means the student is assigned to a supervised area in the school usually outside of regular school hours. It results when a student has continually behaved in an unacceptable way.

In-school detention is the removal of a student from classes for a period longer than three classes but not to exceed one day. This is used when misbehavior persists repeatedly or is severe.

Out-of-school detention requires a student to stay at school after school hours or to return to school on Saturday for a specified length of time. A written notice will be sent home 24 hours before out-of-school detention is to be served unless arrangements are made with parents/guardians.

7. **School Duty**

Certain student behaviors may result in school duty tasks. These tasks are determined by the administration. It occurs during the student's non-instructional time.

School duty may result from misbehaviors which violate the rights of others to a clean, safe school or which deface or destroy school property.

8. **Crisis Plan**

A crisis plan developed between school staff and parents when student misbehavior is serious and when the student cannot bring himself/herself under control. The student is temporarily removed from school to the home or designated place without the stigma of a formal suspension.

## 9. **Referrals**

- A. Guidance Services: Students are sent to guidance counselors, the social worker, the psychologist, and other special educators when counseling, diagnosis, and/or evaluation of status may be recommended.
- B. Building Placement and Secondary Placement Unit: Students are referred to the Building Placement Unit when their poor academic progress or behaviors indicate the possibility that a change may be needed in their educational program. This includes possible transfer out of North Junior High School.
- C. Project Support – This is an in-school program for students who have difficulty adjusting to the expectations of regular school life. More individualized attention and assistance is provided to help students be successful.
- D. Police: A student may be referred to the Police for the following:
  - 1. Use/possession/distribution of illegal chemicals including alcohol or paraphernalia
  - 2. Vandalism
  - 3. Theft
  - 4. Creating a major disturbance or safety hazard (e.g. turning in false alarms, discharging fireworks)
  - 5. Trespassing (e.g. on school property while under out-of-school suspension)
  - 6. Possession or use of weapons
  - 7. Assault on another student or staff member
  - 8. Disorderly conduct
  - 9. Any other illegal act

## 10. **Out of School Dismissal**

Students are sent home for serious misbehavior for not more than one day. Parents are notified in advance.

## 11. **Suspension of Privileges**

*Transportation:* Students who violate bus safety or rules may have their bus privileges suspended.

*Cafeteria:* Students who violate cafeteria rules may lose their privilege to eat in the cafeteria.

*Lockers:* Students who deface their locker may lose locker privileges.

*Responsibility Pass:* Students who have a responsibility pass and violate the Code of Conduct may lose the pass.

## 12. **Suspension From School Activities**

Students who abuse the right to participate in school activities may be denied the opportunity to participate in those activities.

**13. School Suspension**

Certain misbehavior which is continual or which is a major abuse may result in suspension. Suspension means that the student may not attend classes for a period longer than one day.

During in-school suspensions a student is removed from the classroom setting and placed in a supervised area. Assignments are given and the student is expected to complete those assignments. This is not frequently used.

During out-of-school suspensions a student may not attend classes or activities upon any District 742 property for the duration of the suspension.

All suspension procedures will be in accordance with District, State, and Federal policy and regulations.

**14. Drug/Chemical Education Program**

For use of and/or being under the influence of or possession of alcohol, illegal drugs, chemicals, or controlled substances, students are placed in a drug education program which takes place during the school day and is facilitated by District staff.

**STUDENT APPEAL:**

Respect for the rights of others and self is a very important part of the program at North Junior High. In all cases regarding potential student misbehavior, students will be treated with respect and will be given an opportunity to present their version of an incident or situation.

In situations where a student feels she/he has been unfairly and/or inappropriately treated, the student may call upon his/her counselor or advisor to act as an advocate for the student. In these cases, the Advisor will listen to the student, meet with others concerned, and attempt to resolve the situation in the best interests of the student.