

APPENDIX D

STUDENT CODE OF CONDUCT

Issues may arise regarding student's behavior or academic performance in school. Resolution of such issues will normally be accomplished solely between the parent and the teacher involved. The resolution should include a discussion considering each point of view. **Only when a resolution between a parent and teacher cannot be achieved shall higher levels of authority become involved.** (LB 0000:01)

A. CORRECTIVE MEASURES

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. However, the listing of minimal actions does not imply, nor require that a "step by step" progression be employed by an administrator in dealing with a violation. Action taken may include but is not limited to the following: student conferences with teacher or Administrator; time before, during, or after school doing service for the school; loss of school privileges; parent conference with school personnel; in or out-of-school suspension, expulsion or exclusion; referral to police/community agencies; court referral.

1. **Student Conference**
Conferences will be conducted with student regarding disciplinary matters to ensure due process.
2. **Parent Contact**
Depending on the incident and the seriousness of the action, a student's parent/guardian may be contacted by telephone, email, mail, or face to face. The intent of the contact is to inform the parent/guardian of the incident and to elicit parental support and assistance in correcting the unacceptable behavior. Administration will be notified based on the severity of the incident. The incident may also be recorded within the PowerSchool student management program at ASCS. Teachers are encouraged to use common planning time meetings to arrange conferences so all interested parties can attend.
3. **Parent Conference**
The Administrator, teacher, or parent/guardian may request a conference, with or without the student present, to ensure parent understanding of the student's academic and/or behavior problem and to initiate a cooperative effort to correct the issue at hand.
4. **Time Before/During/After School**
Detention time before/during/after school may be assigned to a student for one or more breaches of the Code of Conduct. Should a student fail to make up his/her time on the assigned date, he/she may be assigned additional detention time.
5. **Referral to School/Community Service**
Referral to school/community service agencies is to be made by school authorities, which may include other staff members. The parents will be consulted if any community service is to be implemented for a student, or if a student will be referred to a community resource.
6. **In-School Suspension (ISS)**

Action can be taken by the school administration to assign a student to an in-school suspension. This assignment is not to be totally punitive, as the student will receive full school credit while in ISS. The student is required to be in attendance for the entire school day. Should he/she be legally absent for the time assigned to in-school suspension, this may NOT be counted as time served. In-school suspension will be served upon return to school. Should any further disruption occur during an in-school suspension, an out-of-school suspension will be assigned. **If a student receives four detentions, a fifth will result in ISS.** Following the first ISS, if a student receives two more detentions, the third will result in another ISS. Subsequent detentions will result in automatic ISS. Detentions will be tracked.

7. Out-Of-School Suspension (OSS)

An action may be taken by the school administration prohibiting a pupil from attending school for a period of not more than three consecutive school days. The suspension period may be extended when it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the environment and to provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct. When students are placed on out-of school suspension, they are not allowed on the school premises. The suspension includes suspension from academic classrooms as well as extracurricular activities. Assignment information will be provided during OSS, and it is the responsibility of the student to see that assignments are completed and returned.

8. Expulsion or Exclusion

“Expulsion” means an action taken by the Board of Education to prohibit an enrolled pupil from any further attendance. “Exclusion” means an action taken by the Board of Education to prevent re-enrollment of a pupil.

9. Referral to Police or Juvenile Authorities

If a student’s misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the Administrator or a designated representative. Every reasonable attempt shall be made to notify the parents/guardians at the same time authorities are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter. The Administrator shall not interfere with the pupil’s removal from the building. This contact with the pupil shall be as unobtrusive as possible.

B. UNACCEPTABLE BEHAVIOR

Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others, and/or is in direct conflict with ASCS core values. The following acts are unacceptable and subject to disciplinary action in school, on the school buses, and/or at school sponsored activities. The listing of minimum actions does not imply nor require that a “step-by-step” progression of increasing severity be employed by school authorities in dealing with a violation.

1. Violation Against Persons

a. Fighting

Mutual aggression in which both parties have contributed to the situation by verbal and/or physical action.

Minimum Action: Student conference and/or detention given.

Maximum Action: Expulsion or Exclusion.

- b. Harassment/Sexual Harassment/Bullying/Cyber Bullying
Participating in, or conspiring with others to engage in harassing and bullying acts that injure, degrade, intimidate, or disgrace other individuals inside or outside of school.
Minimum Action: Student conference and/or detention given.
Maximum Action: Expulsion or Exclusion.
- c. Abusive Language
 - 1) Disrespectful language, oral, written, or online to others
 - 2) Threatening language, oral, written, or online to othersMinimum Action: Student conference and/or detention given.
Maximum Action: Expulsion or Exclusion.
- d. Interference/Obstruction
Any intentional action taken to attempt to prevent any person from exercising his/her assigned duties.
Minimum Action: Student conference and/or detention given.
Maximum Action: Expulsion or Exclusion.
- e. Possession of Weapon Which Could Cause Harm (including items for show and tell or other school-related events)
Minimum Action: Student conference, parent contact, and immediate notification of police when warranted.
Maximum Action: Expulsion or Exclusion.
- f. Assault
"Assault" is doing an act with intent to cause fear in another, including immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.
Minimum Action: Suspension, parent conference and immediate notification of police.
Maximum Action: Expulsion or Exclusion.
- g. Aggravated Assault
"Aggravated Assault" is committing an assault upon the person of another with a dangerous weapon or an assault which inflicts great bodily harm upon the person of another.
Minimum Action: Suspension, parent conference and immediate notification of police when warranted.
Maximum Action: Expulsion or Exclusion.

2. Violations Against Property

- a. Willful Damage of Property: Belonging to school, students, staff members, or others

Minimum Action: Student conference, parent contact, and restitution.

Maximum Action: Expulsion or Exclusion.

b. Theft

The unauthorized taking or hiding or altering of the property of another.

Minimum Action: Student conference and parent contact.

Maximum Action: Notification of police or juvenile authorities when warranted.
Expulsion or Exclusion.

c. Robbery/Extortion

The obtaining of property from another where his/her consent was induced by use of force or a threat of force.

Minimum Action: Suspension and parent conference.

Maximum Action: Immediate notification of police.
Expulsion or Exclusion

3. Violation Against School Administrative Procedures

a. Willful Disobedience

Refusal to follow school rules and regulations.

Minimum Action: Student conference and/or detention given.

Maximum Action: Expulsion or Exclusion.

b. Disruptive Behavior

Actions which interfere with effective operations of the school.

Minimum Action: Student conference and/or detention given.

Maximum Action: Expulsion or Exclusion.

c. Defiance of Authority

Willful refusal to follow a legal direction/order given by a staff member or person of authority.

Minimum Action: Student conference and/or detention given.

Maximum Action: Expulsion or Exclusion.

d. Record and Identification Falsification

1) Falsifying an official record.

2) Refusal to give correct identification or giving false identification when requested to do so by a staff member.

Minimum Action: Student conference and parent contact.

Maximum Action: Expulsion or Exclusion

e. Leaving School Grounds or Field Trips

Leaving school grounds during school hours, a field trip, or after school hours at a school-required event without proper clearance.

Minimum Action: Student conference and/or detention given.

Maximum Action: Expulsion or Exclusion.

f. Chronic and Unexcused Absenteeism or Tardiness

Minimum Action: Student conference and parent contact.

Maximum Action: Follow the truancy ordinance.

Expulsion or Exclusion.

- g. Student Attire
Any infraction against established dress code as presented in the Parent/Student Handbook.
Minimum Action: Student conference and/or detention given.
Maximum Action: Suspension.
 - h. Trespassing
Being physically present on a school campus or at a school activity after being requested to leave by school Administrator or other person lawfully responsible for the control of said premises.
Minimum Action: Student conference and parent contact.
Maximum Action: Referral to police or juvenile authorities when warranted.
Expulsion or Exclusion.
4. Other Violations
- a. Disorderly Conduct
Engaging in offensive, noisy, obscene, or abusive conduct.
Minimum Action: Student conference and/or detention given.
Maximum Action: Expulsion or Exclusion.
 - b. Tobacco/Tobacco Related Products
Possession/Use of any type of tobacco product, including e-cigarettes, and nicotine related products by any student.
Minimum Action: Student conference and/or detention given.
Maximum Action: Suspension.
 - c. Use of Alcohol and/or a Controlled Substance
Possession/use of alcohol and/or any controlled substance while on school grounds or at school sponsored activities.
Minimum Action: Suspension and parent contact.
Maximum Action: Expulsion or Exclusion.
 - d. Possession, Use, and/or Sale of a Controlled Substance and/or Alcohol
Possession, sale, and/or distribution on the school premises of any controlled substances as defined in the Wisconsin Statute.
Minimum Action: Suspension, parent conference, referral to juvenile court and to police or juvenile authorities.
Maximum Action: Expulsion or Exclusion.