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O-M Elementary School

Grades Pre-K-6

Student Code of Conduct

Our Mission

Our mission is to provide the opportunity for all students to learn how to become responsible and productive members of society.

Responsibilities

**Statement of Parental Responsibility**:

It is the parents’ responsibility to have knowledge of the code of conduct thereby demonstrating interest in their child’s behavior by supporting this code.

**Statement of Principal’s Responsibility:**

It is the principal’s responsibility to administer a uniform and just application of this code. The code involves a range of disciplinary action so that the principal has the discretion to modify the application of this code.

**Statement of Teacher’s Responsibility:**

It is the teachers’ responsibility to inform students, enforce rules, handle routine classroom discipline, and write documentation of infractions. Teachers are responsible for enforcement of the rules for all students enrolled in our school – in the classroom, the library, the halls, the cafeteria, and elsewhere in the building and on school property.

**Statement of Students’ Responsibility:**

It is the students’ responsibility to know and follow this code and to show respect for others whether they be students, school personnel or visitors.

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| Student Dress Code All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Any dress that staff determines is disruptive to the educational process will not be tolerated. A student’s dress, grooming and appearance shall:1. Be safe, appropriate and not interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, plunging neckline, (front or back), muscle shirts, garments that expose the midriff, short shorts, mini-skirts and see through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing. (Includes tops with spaghetti straps with visible undergarment straps.)
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar or offensive to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or drugs and/or encourage other illegal or violent activities. Logos associated with alcohol, tobacco, or drugs are prohibited.
7. Wear appropriate outerwear (jackets, coats, boots, gloves or mittens, hats, snow pants) to school as required by weather conditions. They must be placed in the designated classroom space.
 | Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year.Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day.There are special rules concerning clothing to be worn in certain circumstances (e.g. physical education, art and science class). Your teacher will provide you with more information on these rules.The school district understands that there are certain school functions that will require special considerations.**EXEMPTIONS:**School administration must be contacted regarding exemption from the dress code policy when religious, cultural, or medical reasons exist. The exemption shall be utilized prior to the occurrence of a dress code violation. If a request for an exemption is denied, the applicant may appeal the denial to the Board of Education within five days of the Superintendent’s written denial. The decision of the Board will be final. |

**DISCIPLINARY ACTIONS**

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| **Type of Offense** | **Range of Disciplinary Action** |
|  **I. Insubordination** Insubordination is disobedience of school rules  and personnel.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference – phone or in person
* Financial restitution and/or work equivalent
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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| **II. Not Following Rules**Not following established rules and procedures for  classroom, cafeteria and playground. | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* Suspension (parent notified)
* Parent Conference – phone or in person
* Financial restitution and/or work equivalent
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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| **III. Truancy**Being absent from school without permission.  | * After-School Detention (parent notified in advance of detention date)
* Parent Conference – phone or in person
* Involve law enforcement agencies
* Refer to other social agency
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| **IV. Disruptive Behavior** A student who is described as substantially disruptive of the educational process or  substantially interferes with the teacher’s  authority over the classroom.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference – phone or in person
* Superintendent’s Hearing
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|  **Use of cell phone during the school day** Cell phones are to be turned off and in backpacks during the school day. The school will not be  responsible for any lost or stolen phones.  | * Verbal Warning/phone brought to the main office for the remainder of the day
* Recess Detention
* Parent required to pick up the phone in the main office
* Parent Conference – phone or in person
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| **V. Deceptive Behavior** **Cheating** is obtaining class assignments or test answers from another source and passing it off  as one’s own work.  **Plagiarism** is the theft of someone else’s  published material and passing it off as one’s own work.   **Forgery** is signing another person’s name to a document.  **Stealing** is the willful removal or possession of property not belonging to oneself. **Lying** is any intentional or deliberate untrue act or statement intended to deceive, mislead or  distort facts.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference
* Refer to School Counselor
* Financial restitution and/or work equivalent
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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| **VI. Violent or Abusive Acts** |  |
|  **Fighting** Any attempt or intent to inflict physical harm to others.  | * After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference – phone or in person
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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|  **Language**Anything that is vulgar or offensive to  acceptable standards of decency. This  includes but is not limited to notes, language, writing or drawings at school.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference – phone or in person
* Involve law enforcement agencies
* Refer to other social agency
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|  **Endangering Self or Others**Any act or threat that could cause bodily harm to themselves or another.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference – phone or in person
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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|  **Bullying**Bullying is when one person uses power in a  willful manner with the aim of hurting another  individual repeatedly.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference
* Refer to School Counselor
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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|  **Harassment** Can take the form of physical threats, persistent name calling, threatening aggressive behavior and other tactics intended to intimidate another  person.  | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference
* Refer to School Counselor
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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| **VII. Substance Possession/Use**  (Alcohol, Tobacco and Drugs) | * Administrative Discretion
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| **VIII. Weapon Possession/Use**A weapon is any item that can be or is used to  threaten or inflict harm.  | * Parent Advised
* Verbal Warning
* Parent Conference
* Suspension (up to 5 days, parent notified)
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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| **IX. Vandalism** Destruction of property or the intent to damage property of the School District or any personal property. | * Parent Advised
* Verbal Warning
* Recess Detention
* Lunch Detention
* Require student to call parent and relate incident from principal’s office
* After-School Detention (parent notified in advance of detention date)
* In-School Suspension (parent notified)
* Suspension (up to 5 days, parent notified)
* Parent Conference – phone or in person
* Financial restitution and/or work equivalent
* Involve law enforcement agencies
* Refer to other social agency
* Superintendent’s Hearing
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STUDENT/PARENT:

PLEASE TAKE A FEW MINUTES TO LOOK OVER THIS HANDBOOK ON SCHOOL BUS RULES AND DISCIPLINARY PROCEDURES.

BUS RULES:

THE BUS DRIVER IS IN CHARGE OF THE BUS. THE DRIVER IS RESPONSIBLE FOR THE SAFETY AND WELL BEING OF THE STUDENTS ON THE BUS. IT IS RECOGNIZED THAT THE SCHOOL BUS IS OFTEN CROWDED AND UNCOMFORTABLE. STUDENTS ARE EXPECTED TO BEHAVE IN A MANNER, WHICH DOES NOT MAKE THE RIDE LESS PLEASANT FOR THE OTHER PEOPLE ON THE BUS. BUS TRANSPORTATION MAY BE DENIED FOR MISBEHAVIOR. PARENTS WILL BE NOTIFIED SHOULD THIS BE NECESSARY. STUDENTS ARE EXPECTED TO BEHAVE IN A MANNER WHICH PROMOTES SAFETY. TO PROMOTE SAFETY ON OUR BUSES, THE FOLLOWING RULES WILL BE ENFORCED. WHEN THE RULES ARE BROKEN THE STUDENT WILL BE HELD ACCOUNTABLE FOR HIS/HER ACTIONS AND DICIPLINARY PROCEDURES WILL GO INTO EFFECT.

1. NO STANDING ON THE BUS
2. NO CHANGING SEATS WHILE BUS IS IN MOTION – YOU MAY CHANGE SEATS WHEN THE DRIVER SAYS IT IS OK TO DO SO.
3. NO BLOCKING THE AISLE – THE DRIVER NEEDS TO SEE DOWN THE AISLE AT ALL TIMES.
4. NO SHOUTING
5. NO LITTERING
6. NO EATING AND DRINKING ON THE BUS (DRIVERS’ DISCRETION)
7. NO BULLYING
8. NO FIGHTING
9. NO PROFANITY
10. NO PUBLIC DISPLAY OF AFFECTION
11. NO VANDALISM
12. INSUBORDINATION
13. ENDANGERING SELF OR OTHERS
14. NO WEAPONS POSSESSION/USE
15. NO HARASSMENT
16. NO SUBSTANCE POSSESSION/USE (ALCOHOL, TOBACCO AND DRUGS)
17. NO HEADS OR ARMS OUT THE WINDOWS
18. NO GLASS CONTAINERS
19. NO LIVE ANIMALS

**BUS DISCIPLINARY ACTIONS**

These offenses and disciplinary actions are a “Guide” to the School Administration. In certain situations, the code may be modified or changed due to extenuating circumstances. The Transportation Supervisor will determine this

decision. Consequences of multiple offenses will be determined at the discretion of the Transportation Supervisor and School Administrators.

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|  Type Of Offense  |  Range of Disciplinary Action |
|  **Standing while the bus is in motion****Changing seats while the bus is in motion****Blocking the aisle****Shouting****Littering** **Eating and Drinking on the bus**  | * Verbal Warning
* Parent Advised
* Seat Assignment (Temporary or Permanent)
* Recess Detention
* Lunch Detention
* After School Detention
* Bus Suspension
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| **Bullying****Fighting****Profanity (Language)****Public Display of Affection****Vandalism** **Insubordination****Endangering Self or Others****Weapons Possession/Use****Harassment****Substance Possession/Use** | * Verbal Warning
* Parent Advised
* Seat Assignment (Temporary or Permanent)
* Recess Detention
* Lunch Detention
* After School Detention
* Bus Suspension
* Parent Conference with Administration and Transportation Supervisor
* Involvement of law enforcement
* Financial Restitution and/or Work Equivalent Superintendent’s Hearing
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