



**WARM SPRINGS**

**EAGLES**

*Home of the Soaring Eagles*

*Expedition to Greatness*

# Warm Springs K-8 Academy Family-Student Handbook 2015-2016



*School Colors: Red and White  
Our Mascot: Eagle*

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[www.jcsd.k12.or.us](http://www.jcsd.k12.or.us)

## **Warm Springs Vision:**

*Joining together to build a community of learners where we  
honor our past and inspire growth and celebrate our limitless potential.*

# Warm Springs Student-Family Handbook

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Thank you for reading the 2015/2016 edition of the *Warm Springs K-8 Academy Family-Student Handbook*. We look forward to your involvement in your child's education and in the activities of our school. This document contains important information related to school procedures, student safety, and expectations of students and

families. Please review the following sections with your child. These sections also are marked with the Warm Springs Eagle logo.



- Meal Etiquette
- Bus Expectations
- Taking a Different Bus
- Student Dress
- Bullying
- Electronic Devices/Cell Phones
- Toys and Other Valuables

**Educational program:** At Warm Springs K-8 Academy we use educational approaches that will emphasize student engagement and teaching learning strategies.

Other characteristics of student learning and engagement:

- Topics which promote meaningful, interesting work
- Development of inquiry skills: noticing (observing), questioning (wondering), recording information, organizing information, synthesizing information in writing and projects, creating high quality products, and presenting
- Focus on skills in nonfiction reading and writing
- AVID
- Focus on Literacy
- Focus on mathematics

Math is connected to strategies when the grade level curriculum matches the topic but is more extensively taught with the district's math adoptions, *Math Eureka and Oregon Focus*.

**Student safety:** The most common safety topic is safety from injury. Although schools are considered one of the safest environments for students, we are diligent about safety procedures. Safety procedures include adequate supervision, rules for safe behavior at PE and on the playground, teaching and enforcing the rules, and review of accidents by our Safety Committee to determine if we can increase our safety measures. We practice monthly fire and earthquake drills, shelter in place (concern outside or inside the school) procedures.

Student safety in relationship to unauthorized adults:

- Volunteers must go through a background check procedure. Volunteers must sign-in and wear a volunteer badge or a visitor sticker if the person is a short-term volunteer.
- When visitors arrive, they report to the office, they sign in and get a visitor sticker. Staff and volunteers are asked to refer adults to the office if they are in the school or on the playground without visitor stickers, volunteer badges, or school district badges.
- Doors open at 7:40am and a designated area for students are supervised at that time. These areas include: playground, bus drop-off, Family drop-off, lobby, cafeteria, gym, and library. Students are also supervised at recesses and lunches. End-of-day supervision includes adults in all areas as well, until 3:45 pm.
- Family members stop in the office to pick up students and not go directly to classrooms. All students must be checked out through the office.
- If students go home at the end of the day in a way other than their usual procedure (such as ride a different bus with a friend), students must have a note from a Family. The note must be taken to the office and it is recorded, in case we need the information later, and the student gives the note

to the bus driver. Students may not ride a different bus without this note signed by a Family and the office.

- Calls for changes in pick-up must be received by 2:30 pm in order to ensure the safety of all students.
- All doors are kept locked except for the Family/guardian entry by the office.
- You can help your child be safe at school through the following:
  - Being diligent with the above procedures will help your child know that they are never to leave the school in a way that is unusual, unless the office has had communication with the Family or a note from a Family is brought to school.
  - Students should ALWAYS check out from the office if they leave early.
  - Students should not arrive prior to 7:40 a.m., so they are always in areas with supervision.
  - Teaching your children about never going with strangers is extremely important.

We look forward to your involvement in your child's education during this school year. Information is provided in this handbook to support your involvement in a variety of ways:

- Productive/Positive
- Communication with your child's teacher
- Support with homework
- Visiting at lunch time
- Attending school events
- Volunteering

Please let us know if you have any questions about procedures, curriculum, homework, or anything else. We expect a quality 2015-2016 school year on our "Journey!"

Sincerely,

*Ken Parshall and the Warm Springs K-8 Academy Staff*

# *Warm Springs Daily Schedule*

**8:50—Buses arrive**

**8:55—School Starts**

**3:40—Students Dismissed**

**3:45—Buses Depart**

## **Access to the Building and Grounds After School**

Students should go straight home after school each day unless they stay for a scheduled activity. Students may come back to school to play at 5:30 p.m. when the school grounds are available for public access. Family's are responsible for supervision at this time and on weekends.

## *Office Procedures*

### **Office Hours**

The school office hours are from 7:30 a.m. to 4:00 p.m. daily.

### **Contact Information**

Staff names and positions: Posted on the website ([www.jcsd.k12.or.us/schools/ws](http://www.jcsd.k12.or.us/schools/ws))

Address: 50 Chukar Rd., Warm Springs, OR 97761

Office phone: 541-553-1128

Fax: 541-553-6321

Website: <http://www.jcsd.k12.or.us/schools/wsk8>

## *School Attendance*



### **Absences**

To get the most from their education, students need to be in their classes every day, on time. Regular attendance is critical to successful learning in school. Each day, teachers design connected learning experiences which build upon prior learning. Students who are in class and on time will benefit from class instruction and be enriched by participation and interaction with their classmates. Call **541-553-1128** when your child is absent from school. Give your name, your child's name, teacher's name, date of absence, and reason. This number is accessible 24 hours per day.

Appointments: Regular attendance is vital to student success; please schedule your child's doctor or dentist appointments outside the school day. *Please schedule your family outings and vacations for non-school days as well.*

### **Participating in PE**

If your child cannot participate in PE because of a physical problem, please notify the office in writing.

If this is to extend over a prolonged period of time, five or more days, please obtain a written explanation from your doctor.

Student's grade 6, 7 and 8 are required to wear a designated uniform for PE classes. The PE uniform is considered part of the equipment for class (like paper, pencil). Failure to bring the PE uniform may result in school discipline.

Please refer to Physical Education Expectations.

# *Visiting/Volunteer School*

## **Visitor's Badge and Volunteer Check-In**

To help us with the safety and well-being of all Warm Springs students, we must know who is in the building at all times. To help us do this, district policy and state law require that you stop by the office, sign in, and get a visitor's badge. All district employees must wear badges as well. Also, you must check out when you leave the school. The district requires a background check for any volunteers who have contact with students. See the school website for "Volunteering at Warm Springs," for more information about volunteer background checks.

## **Student Visitations**

Children who are not Warm Springs K-8 Academy students may not visit the school.

## **Scheduling a Classroom Visit**

Visiting classrooms: Visiting classrooms must be prearranged with the teacher 24 hours in advance.



## **School Lunch Program**

Please visit the district website for additional information *Meal Information*

<http://www.jcsd.k12.or.us/Familys>.

## **Student Health Information—**

### **Student Illness/Injuries**

School staff does not diagnose injury or illness, and if there is any sign of injury or illness, Family's will be contacted. In extreme emergencies, an ambulance will be called.



### **Medication for Students**

- Schools are not allowed to administer medication to students unless the Family has completed a medication form, available in our office. This applies to both prescription and over the counter medications.
- Prescribed medications must be in an official container labeled with: student's name, dosage, time of administration, prescription number, physician's name and phone number, pharmacy name and phone number. Nonprescription medications (such as cough drops) must also be in the original container.
- All medications must be brought to school by the Family/guardian and the medication must be kept in the office.
- For students with unique medical needs, such as emergency medications and procedures for severe allergic reactions, the school nurse works with families to design a Health Plan. Family contacts are made based on health information gathered with a form upon registration and at the start of each school year. You may also contact the school office if you believe your child might need a health plan.

**Student Transportation** *Students may arrive at school at 7:40am if enrolled in before school activities.*



### **Parking Lot Traffic.**

Students are dropped off by family/guardian at the main entrance in the front of the school and bus loading area is for buses only.





## **Bus Expectations**

Refer to the Jefferson County Rights and Responsibilities Handbook

<http://www.jcsd.k12.or.us/sites/jcsd.k12.or.us/files/files/Rights%20and%20Responsibilities%20Handbook%202013-2014.pdf>

## **Bus Schedule Problems**

Please call the District Transportation Office at 541-475-3536.

## **School Bus Incident Report (Bus Citation)**

Riding the school bus is a privilege. Those not following the bus safety rules may receive a bus citation from the driver. The purpose of this form is to inform the family and principal of a need for help in solving a problem usually involving an action that jeopardizes the safety and well-being of other students.

A student who receives a bus citation may not be able to ride the bus until the student returns the signed form. Signatures of the family and principal are required. Consequences for bus problems often include assigned seats. A student's ongoing or extreme failure to conduct one's self in a safe manner on the bus may result in an extended period of suspension from the bus.

## **Bus Stops**

The bus stop location is under the jurisdiction of the school district, so students are expected to behave according to the same rules as for on the bus and at school. Students should arrive approximately five minutes before the bus arrival time.

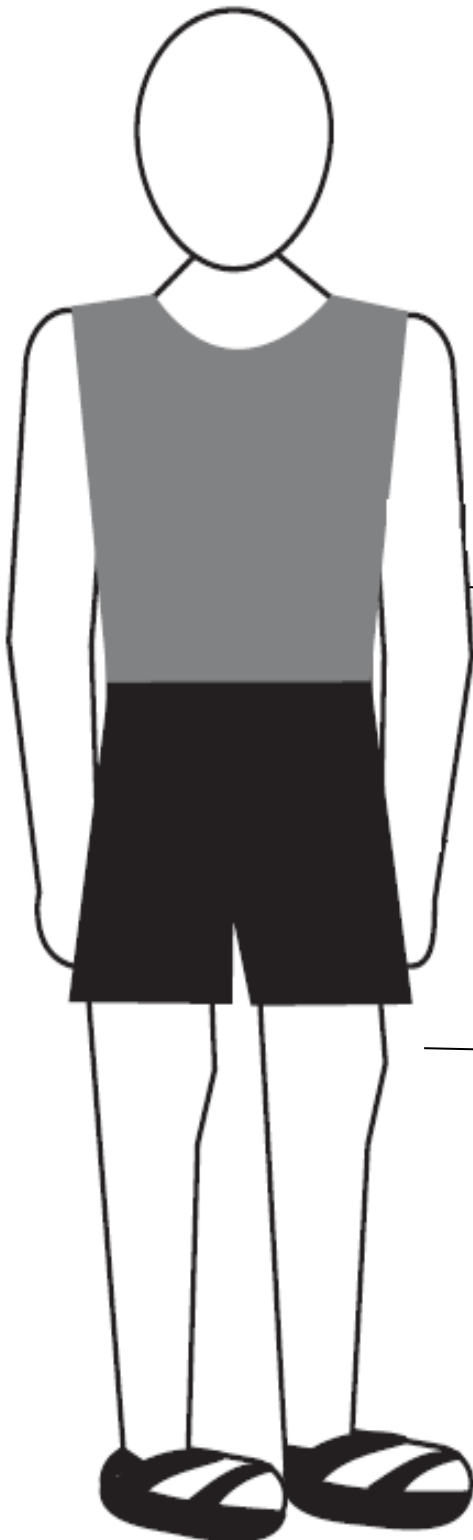
## **Taking a Different Bus**

- Note or phone call from family member
- Note with the date; destination address, contact information and phone number.
- Office staff assigns bus pass
- We ask that the main office receive bus changes before 1:30pm .

## Student Dress

“Appropriate” is the key word for school clothes: Please see the Jefferson County School District Rights and Responsibilities Handbook pg. 23.

1. No hoods, hats TBD.



**Torso:** Clothing must cover stomachs, backs, shoulders, chests and undergarments. Tank tops require 1 ½ inch strap.

**Legs:** Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

**Feet:** Footwear must be worn at all times appropriate to the activity. Strapless shoes, slippers and high heels are discouraged for safety reasons.

## Student Dress

In order to facilitate learning for all students, WSK8 requires that students dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary.

### Other Guidelines

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing or jewelry worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.

## Discipline Rationale

The purpose of the WSK8 discipline policy is to create a safe environment, help students learn self-discipline, and to help all students be academically and socially successful. Our rules fit into 3 categories – *Safe, Respectful & Responsible*. For example, being safe means freedom from bullying and harassment, being respectful means no swearing, no defiance and treating others with respect, being responsible means attending all classes and arriving on time. A student who violates the WSK8 rules of conduct on campus will be subject to disciplinary action. In addition, off-campus behaviors may also be subject to disciplinary action in certain circumstances. A student has due process rights and can appeal the discipline decisions of staff and administrators. Administration reserves the right to deviate from the behavior consequence matrix depending on the severity of the incident.

*Please refer to the Progression of Disciplinary Consequences.*



**Bullying** Our goal at Warm Springs K-8 Academy is to provide each student with a safe learning environment.

### Anti-Bully Contract

Bullying or harassing behaviors will not be tolerated at Warm Springs K-8 Academy. Our goal is to provide each student with a safe learning environment. Please read our Anti-Bullying Contract; it clearly defines the responsibility of students and families of WSK8 with bullying in mind.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying—or any combination of these); it involves an imbalance of power, and it is often repeated over time. **At WSK8, bullying will not be tolerated.** Bullying can consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group. Common behaviors attributed to bullying include put-downs, name calling, racial slurs, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion and physical assaults.

Oregon State Law (ORS 339.351-339.364) prohibits bullying that takes place on or immediately near the school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. It also applies to “cyberbullying” or the use of any electronic communication device to harass, intimidate, or bully. The Jefferson County School District has a policy on harassment and bullying that is clearly outlined in the Student Rights and Responsibility Handbook. If a student is found to be harassing or bullying another student, appropriate disciplinary action will be taken against the harasser.

### Student’s Responsibility

Everyone has the right to feel physically and emotionally safe at school. As a member of our school’s community I will do everything I can personally to create and preserve a physically and emotionally safe environment.

I agree to:

- Treat other students with kindness and respect
- Not engage in verbal, relational, physical bullying or cyberbullying
- Be aware of and follow the school’s anti-bullying policies and procedures
- Support students who have been victimized by bullies
- Speak out against verbal, relational, and physical bullying and cyber bullying

- Notify a family member, teacher, school counselor or administrator when bullying does occur
- Be a good role model for other student

### Family Responsibility

- I have read the Anti-bullying contract and have reviewed it with my students. I commit to encouraging my child to always respect others, no matter their differences. I have instructed my child not to bully. I have advised my child to report any bullying to an adult.

## Electronic Devices/Cell Phones



Cameras or cell phones with recording devices are **NOT** allowed in restrooms or locker rooms. Pictures taken in either of these areas are subject to disciplinary action. Cameras or cell phones with recording devices used during any misbehavior action (recording fights) students are subject to disciplinary action.

To maintain the best educational setting, CD players, I-Pods/MP3 players (including headphones), cell phones, recorders, DVD players, personal gaming devices, digital and film cameras (except those used for approved school activities) are **not allowed to be on, used or in plain view during school hours (8:50 am – 3:40 pm), including passing times and lunch.** If you bring one of these items to school, it will be confiscated by staff if in plain view (which means the student has it out and/or it is being used in a manner that disrupts the educational process). On occasion, the office staff may grant permission for a student to use his/her cell phone to call home from the office. If a cell phone goes off during a class, the teacher will confiscate the item, and the student may be referred for disciplinary action. Any electronic device or cell phone confiscated from a student will be returned to the student after 3:40 pm, unless the phone has been confiscated multiple times, in which case it will be released to his/her family or guardian. Unauthorized or inappropriate pictures, writings, or electronic media taken or shown at school may be subject to disciplinary action. If a cell phone is visible between 8:50 - 3:40, it will be held in the office until the end of the day.

*Please refer to the Behavior Consequence matrix in this handbook.*

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WARNING: PLEASE DO NOT BRING VALUABLES TO SCHOOL;  
BRING TO SCHOOL AT YOUR OWN RISK.

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## Academic Information

### Reporting Student Progress (Report Cards)

Student progress reporting is the result of daily evaluation of each student. Progress reports will be sent home at the 4<sup>th</sup> week and end of each quarter. The Jefferson County School District has an online family access for PowerSchool grades 5-8. Please see the secretary at the school or create an account online at <https://jcsd.509j.net/public/home.html>.

## General Information

### Animals

Due to student and staff allergies animals (this includes fish, insects or reptiles) will **not** be allowed at WSK8; unless a certified and trained service dog.

## Before/After School Clubs and Activities

Several before and after school programs are offered at Warm Springs.

Athletics: Please contact the main office or school website for athletic information.

Fall—Football, Volleyball and Cross Country

Winter—Basketball (Boys November to Winter Break; Girls January to February), Wrestling

Spring--Track

Before or After School Activities: Contact the main office or the school website for current after school activities.

## **Communication with the School**

A variety of methods will assist you in communicating with school staff:

- Your first line of communication is your child's teacher, who will provide a presentation on Family Orientation Night in September and meet with you during conferences during the school year. You may also call before or after school or email:  
[first\\_initial\\_lastname@509j.net](mailto:first_initial_lastname@509j.net)
- Check the school's website: [www.jcsd.k12.or.us/schools/wsk8](http://www.jcsd.k12.or.us/schools/wsk8)
- WSK8 Facebook
- Call or stop in the office with your questions 541-553-1128.

## **Lost and Found**

Lost items are displayed in the lost and found area. Please have your child check there for missing items, or stop by the school to check for your child's missing clothing, large quantities of jackets, bags, and other items accumulate. Valuables will be kept in the office. Please check with office personnel about valuables.

## **Parties**

Room parties may occur near holidays, classroom incentives, and the end of the school year. These are planned and facilitated by families and volunteers, with the teachers' guidance and permission.

Jefferson County Health Department and school district policy require that all food for parties must be store bought. Balloons and large items will not be allowed on the bus.

## **Gum**

Students in grades K-5 will not be allowed gum in school. Students in grades 6-8 is the discretion of the teacher. Gum will not be allowed for students during music or physical education.

## **Toys and Other Valuables**

Please leave these items at home:

- Toys and games, including stuffed animals and card collections
- Flashlights and laser lights/pointers
- iPods, radios, cameras, and hand-held electronic games
- Golf balls, hard baseballs, "bouncy" balls, and other balls that we do not use at school
- Money not needed for lunch, book fair, or other school-related reason

If students need to bring an item for a teacher-approved reason, the item must stay in the student's backpack until needed. Rationale: Toys distract learning; misplacement or breakage of toys upsets children, which take attention away from learning. If these items are brought to school, they will be kept in the office until a family member can pick them up.



The WSK8 Discipline charts are designed to provide progressive discipline structure for students and staff. For general and minor classroom infractions, teachers follow preliminary progressive discipline structure outlined in CHART 1 prior to referring a student to an administrator. Administrators use CHART 2 to guide them in their efforts to deal with more severe infractions and for students who struggle with correcting their minor classroom behaviors.

## **BEHAVIOR MANAGEMENT PROCESS**

<i>STEP</i>	<i>INTERVENTION</i>
<b>1. Classroom Interventions</b>	Includes: one on one conversations discussing the problem with the student to identify ways to help the student successfully meet expectations, modification of classroom, simple in class behavior plans/agreements, time out, teacher supervised detentions, teacher tools, communication with other staff. Contact Parent.
<b>2. Team Discussion / Interventions and calls to parents</b>	Includes: input from other teachers, call parents to provide information about student behavior, ask parent for help and suggestions, inform parent of in school consequences. Team completes a Informal Behavior Assessment and/or begins the Pre-SIT process. Contact Parent.
<b>3. Parent Meeting</b>	Invite parents in to discuss (observe) behaviors and make a plan to correct the behavior. The meeting should (at minimum) include teacher, parents, and student. Counselors and administrators will attend any meeting when a teacher requests their presence. Any teacher who may feel uncomfortable with meeting alone with a parent and/or student should request the presence of a counselor or administrator.
<b>4. Referral to Administrator</b>	Administrator will counsel and administer consequences on a step basis. Parents will be notified for each step. See attached discipline chart.
<b>5. Administrator initiated parent meeting</b>	Inform and present parents with all of the prior discipline documentation. Discuss a plan to correct behavior. The plan could include a behavior/attendance contract. Provide parents with written information about past behavior and potential future consequences.
<b>6. Administrative Action</b>	Short term suspension. Long term suspension. Recommendation for alternative placement.

The above chart applies mostly to students who are displaying low level disruptive tendencies, such as, talking out of turn, bothering others, constantly off-task, non-compliance, minor profanity not directed at anyone, excessive talking, not working on assignments, poor grades, out of seat, inappropriate physical contact, non-dress for PE, teasing, etc. The process is not intended for more serious violations of the WSK8 Discipline Policy, such as the behaviors listed on Chart 2. The process on Chart 1 is not intended to burden teachers and administrators. It is intended to produce school-wide consistency in handling discipline matters, assist students in changing behavior, use all of the in and out of school resources available, and assist us all in dealing with parents and students in a proactive and positive manner.

\*Police Involvement

## PROGRESSION OF DISCIPLINARY CONSEQUENCES

<b>ATTENDANCE</b>		
<b>Tardies</b>	<b>1<sup>st</sup> Offense</b>	Warning direct discussion with student
	<b>2<sup>nd</sup> Offense</b>	Warning—contact parent/guardian
	<b>3<sup>rd</sup> Offense</b>	the teacher will notify the parent/guardian and document conversation
	<b>4<sup>th</sup> Offense</b>	3 lunch detentions will be assigned through an office referral
	<b>5<sup>th</sup> Offense</b>	5 lunch detentions will be assigned through an office referral
	<b>6<sup>th</sup> Offense</b>	½ day ISS will be assigned through an office referral
<b>Tuancy/attendance</b>	<b>1<sup>st</sup> Offense</b>	2 Lunch detentions, conference with administrator, phone call to parent
	<b>2<sup>nd</sup> Offense</b>	5 lunch detentions, conference with administrator, phone call to parent
	<b>3<sup>rd</sup> Offense</b>	1 day of ISS, conference with administrator, phone call to parent, attendance contract
	<b>4<sup>th</sup> Offense</b>	1-3 day OSS and parent conference
	<b>5<sup>th</sup> Offense</b>	3-5 days of OSS
<b>GENERAL BEHAVIOR</b>		
<b>Disruption of the Learning Environment, Defiance, Disobedience</b>	<b>1<sup>st</sup> Offense</b>	Teacher and administrator intervention
	<b>2<sup>nd</sup> Offense</b>	1 -3 days ISS for period of infraction, parent contact
	<b>3<sup>rd</sup> Offense</b>	1-5 day OSS, alternate placement considered
	<b>4<sup>th</sup> Offense</b>	3-7 days OSS, alternate placement considered
<b>Inappropriate Language (Profanity or vulgar language) toward another student</b>	<b>1<sup>st</sup> Offense</b>	1-3 lunch detentions, parent contact
	<b>2<sup>nd</sup> Offense</b>	1- 5 days ISS, conflict mediation, lunch detention
	<b>3<sup>rd</sup> Offense</b>	3-5 day OSS,
	<b>4<sup>th</sup> Offense</b>	5-10 day OSS
<b>Failure to Identify Self when asked by Staff</b>	<b>1<sup>st</sup> Offense</b>	lunch detention
	<b>2<sup>nd</sup> Offense</b>	3 lunch detentions
	<b>3<sup>rd</sup> Offense</b>	1-10 day OSS
	<b>4<sup>th</sup> Offense</b>	Long term suspension
<b>Insubordination, profanity or Disrespect toward Staff</b>	<b>1<sup>st</sup> Offense</b>	1-5 days OSS/ISS or lunch detention, apology, parent contact,
	<b>2<sup>nd</sup> Offense</b>	TEAM staffing & 3-7 days ISS. Parent conference , Admin &/or counselor support behavior plan
	<b>3<sup>rd</sup> Offense</b>	1-5 days OSS, parent conference, admin &/or counselor support & behavior plan
	<b>4<sup>th</sup> Offense</b>	5-10 days OSS, parent conference & behavior plan, &/or recommendation for expulsion
<b>Lewd Conduct</b>	<b>1<sup>st</sup> Offense</b>	1-10 day OSS; written apology to victim; &/or recommend expulsion
	<b>2<sup>nd</sup> Offense</b>	
	<b>3<sup>rd</sup> Offense</b>	
<b>Dress and Physical Appearance</b>	<b>1<sup>st</sup> Offense</b>	Change clothes. If student refuses, he/she will be sent home
	<b>2<sup>nd</sup> Offense</b>	3 lunch detentions, parent contact
	<b>3<sup>rd</sup> Offense</b>	1-5 day OSS, parent contact
	<b>4<sup>th</sup> Offense</b>	3-10 days OSS
<b>Public Displays of Affection</b>	<b>1<sup>st</sup> Offense</b>	Warning to students of appropriate behavior, parent contacted
	<b>2<sup>nd</sup> Offense</b>	1-5 days lunch detention, parent contacted
	<b>3<sup>rd</sup> Offense</b>	1-3 days ISS, parent contacted, behavior plan
	<b>4<sup>th</sup> Offense</b>	1-5 day OSS
<b>Minor Vandalism or Theft under \$50.00</b>	<b>1<sup>st</sup> Offense</b>	Parent contact, 1-5 days ISS & restitution
	<b>2<sup>nd</sup> Offense</b>	Parent contact, 3-7 days ISS & restitution
	<b>3<sup>rd</sup> Offense</b>	5-10 days OSS & restitution
	<b>4<sup>th</sup> Offense</b>	5-10 days OSS, restitution &/or recommend expulsion
<b>Vandalism or Inappropriate Care of School Property or Theft over \$50.00</b>	<b>1<sup>st</sup> Offense</b>	Restitution, 1 – 5 day ISS or OSS, *police involvement
	<b>2<sup>nd</sup> Offense</b>	Restitution, 6-10 day ISS or OSS,* police involvement
	<b>3<sup>rd</sup> Offense</b>	Restitution, Long term suspension,* police involvement &/or recommend expulsion
<b>ACADEMIC</b>		

<b>Cheating or Unauthorized Collaboration or Plagiarism</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b>	Follow department policy. Most departments give a zero on assignment or exam, parent contact 1-5 days ISS
<b>Failure to Engage in the learning process (after all areas in Process Chart has been attempted)</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b>	Counselor and parent intervention Contract with mandatory after school tutoring Possible alternative placement.
<b>DRUGS AND ALCOHOL</b>		
<b>Distribution of a Controlled Substance</b>	<b>1<sup>st</sup> Offense</b>	Emergency expulsion; *police involvement
<b>Under the Influence or in the Possession of Drugs and/or Alcohol</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b>	1-3 days OSS; *police involvement 3-5 days OSS; *police involvement 5-10 days OSS & recommend expulsion; * police involvement
<b>Tobacco (use and possession)</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b> <b>4<sup>th</sup> Offense</b>	Parent contact & 1-3 days ISS, Parent contact & 3-10 days ISS; *police involvement 5-10 days OSS 5-10 days OSS, restitution &/or recommend expulsion
<b>HARASSMENT, INTIMIDATION, AND BULLYING</b>		
<b>To Other Student(s)</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b> <b>4<sup>th</sup> Offense</b> <b>5<sup>th</sup> Offense</b>	Harassment form completed, conference, mediation, separate, possible Cease & Desist form Harassment form completed, mediation, Cease & Desist form , 1-5 days ISS, investigation Harassment form completed, 1-5 days ISS/OSS, investigation, *police involvement 5-10 days OSS, harassment form completed, police involvement, possible recommendation for expulsion, *police involvement Long term suspension or expulsion, , harassment form, *police involvement
<b>To Other Student(s) Use of Cell Phone or electronic device in Restroom or Locker room</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b>	Mediation, Cease & Desist form , 1-5 days ISS, investigation*police involvement or 5-10 days OSS, Long term suspension or expulsion, Cease & Desist form, *police involvement
<b>To Staff</b>	<b>1<sup>st</sup> Offense</b>	5-10 days OSS & recommend expulsion, *police involvement
<b>Cell Phones, Internet, and other electronics</b>		
<b>Inappropriate use of cell phones (cells are to be out of sight during school hours)</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b>	Immediate confiscation. Warning issued. Phone is sent to main office and a parent contact by student is required before phone returned. Immediate confiscation. Assignment to lunch detention. Phone is sent to main office and a parent must pick up the phone. Immediate confiscation. After school Detention. Phone is sent to main office and a parent must pick up the phone
<b>Computer or Internet Infractions (using the computer or internet for other than educational purposes)</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b> <b>4<sup>th</sup> Offense</b>	Reminder of agreement, loss of access for 1 – 2 weeks Loss of access for one month Loss of access for remainder of semester Loss of access for remainder of school year or permanently
<b>AGGRESSIVE/DANGEROUS BEHAVIORS</b>		
<b>Gang behavior</b>	<b>1<sup>st</sup> Offense</b> <b>2<sup>nd</sup> Offense</b> <b>3<sup>rd</sup> Offense</b> <b>4<sup>th</sup> Offense</b>	Parent contact & lunch detention or 1- 5 days ISS Parent contact, TEAM staffing & 3-7 days ISS. Parent conference Admin &/or counselor support behavior plan 1-5 days OSS, parent conference, admin &/or counselor support & behavior plan, * police involvement 5-10 days OSS, parent conference & behavior plan, &/or recommendation for expulsion



<b>Fighting/aggressive behavior, Instigation of a Fight, or Fight Promotion</b>	<b>1<sup>st</sup> Offense</b>	1-5 day ISS/OSS; conflict mediation; possible emergency expulsion, *police involvement
	<b>2<sup>nd</sup> Offense</b>	5-10 day OSS;
	<b>3<sup>rd</sup> Offense</b>	Emergency expulsion, then expulsion or long term suspension
<b>WEAPONS</b>		
<b>Weapon/Fireworks (anything object that could be used to harm)</b>	<b>1<sup>st</sup> Offense</b>	5-10 days OSS & recommend expulsion, *police involvement
<b>BUS</b>		
<b>Bus misconduct</b>	<b>1<sup>st</sup> Offense</b>	Parent contact, warning & lunch detention
	<b>2<sup>nd</sup> Offense</b>	Temporary loss of privileges & lunch detention
	<b>3<sup>rd</sup> Offense</b>	Temporary loss of privileges & ISS
	<b>4<sup>th</sup> Offense</b>	Loss of bus privileges & ISS

**\*\*\*\*\* Administration reserves the right to deviate from the behavior consequence matrix depending on the severity of the incident.**



