

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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STUDENT DISCIPLINE

Belief Statement:

Our students are capable of maintaining a standard of conduct, which reflects a high academic standard, responsible citizenship, and pride in our school.

Communication Procedure:

As an orientation activity, teachers will clearly communicate all school/classroom rules with students and their parents/guardians. All students are required to follow the rules outlined in the student handbook and indicate their commitment to comply by signing the Informed Consent form located on the back page of the handbook.

Classroom Teacher Imposed Consequences may include, but are not limited to:

- A. Directing student to correct behavior.
- B. Speaking with the student privately.
- C. Assigning the student a new seat.
- D. Collaborating with other staff members/administration.
- E. Reviewing student information on file.
- F. Sending a note home to parent/guardian.
- G. Making a telephone contact to parent/guardian.
- H. Conferencing with parent/guardian and student (invite administration when appropriate).

Behavior Management Outside the Classroom:

- A. Students are not permitted in the halls during class periods, unless a teacher accompanies them, or they have a hall pass issued to them by a staff member.
- B. A staff member who finds a student in violation of this rule should accompany that student back to the student's classroom or to the office.

Response to Discipline Referral to the Administration:

- A. Referrals to the administration will result in the following:
 - 1. Meeting with the student(s), and/or
 - 2. Telephone contact to the parent/guardian and possibly followed by written notification.

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- B. Consequences may include, but are not limited to:
1. Verbal warning.
 2. Student apology – verbal or in writing
 3. Exclusion from school-based activities (i.e. promotion ceremony, athletic contests, choral or band concerts, field trips, etc.)
 4. Written warning – placed in the student's file
 5. Detention – failure to serve an administratively assigned detention will result in doubling of detention time owed. If a student skips four (4) or more detentions, resulting from a single referral, the student will be suspended for one (1) day.
 6. Out-of-school suspension – a parent conference is strongly recommended by the administration for a student's first suspension before re-admittance. A parent conference is mandatory for a student who has been suspended two (2) or more times.
 7. Police referral – the police liaison officer will investigate the incident and determine if a citation is in order. This determination will be communicated to all parties concerned, along with the outcome of the citation, should there be one.
 8. Alternative educational placement options.
 9. Recommendation for expulsion.

Habitual Offenders:

A student who is suspended for a fourth time in one (1) school year will be recommended to the School Board for expulsion. In advance of this situation, every effort will be made to correct the student's behavior and to fashion an educational program in which they will experience success.

Other:

Additional processes and procedures will be outlined in student handbooks. All procedures shall adhere to not being arbitrary, discriminatory, or violate any individual rights.

Approved: 8/18/04