

DUE PROCESS PROCEDURES

Informal Hearing

However minimal the offense or the discipline, the Principal or their designee will hold an informal hearing to orally inform the student of the provision (s) of the Code the student allegedly violated, the discipline that will be imposed; and to give the student a chance to deny the charge or to present extenuating circumstances. If discipline is more severe than an admonishment, the student's guardian(s) will be notified and will be offered an opportunity to confer with the Principal. Where the offense is severe and the discipline greater than detention, every effort will be made to notify the guardian(s) prior to holding the informal hearing described above.

Suspension

"Short-term suspensions" are for a term of 10 consecutive school days or less, and "long-term suspensions" are for more than 10 consecutive school days. Any student suspended for 5 days or more will be provided with home instruction on the 5th day and until the student is permitted to return to school. For a short-term suspension, an informal hearing will be conducted, and the student's guardian(s) will be provided oral or written notice of the charges. For a long-term suspension, the Principal or their designee will hold an informal hearing before removing the student and immediately notify the student's guardian(s); ensure the student is supervised while awaiting pick-up by their guardian(s); ensure that, within 30 days of commencing the long-term suspension, the District holds a formal disciplinary hearing and within two school days of commencing the long-term suspension, send to the guardian(s) written notification as required by Board Policy and Regulation 5610.

DISCIPLINARY SANCTIONS

Category I	
Infraction	Definition
Violation of dress code	Failure to comply with school dress code.
Failure to report for detention	Absence from detention without a valid, documented excuse.
Use of obscene or profane language or gestures	Use of language or gestures that are foul, abusive, derogatory, or demeaning.
Failure to produce school identification card upon request	Failure to produce District-issued student identification card for inspection by a school staff member.
Noncooperation or defiance	Discourteous, uncivil, or insolent conduct that demonstrates a lack of respect for the authority of teachers or other school staff members.
Disruptive or disorderly conduct	Willful conduct that creates public inconvenience, hazard, annoyance or alarm.
PENALTIES	
Notification of parent/guardian, possible referral to counseling. Possible detention before school, after school, at lunch, or on Saturday.	

Category II	
Infraction	Definition
Repeated recurrence of a Category I offense	
Theft	The unauthorized taking of property that belongs to the District or to another person.
Use of profane language or gestures toward staff.	Use of foul, abusive, derogatory, or demeaning language or gestures toward school staff.
Aggressive physical contact	Intentionally hitting, pushing, or shoving a person other than a District employee.
Unauthorized departure from school or class.	Departure from class, from the school building, from school grounds, or from a school-sponsored activity without the permission of a supervising staff member.
School bus misconduct	Willful violation of school rules or transportation safety requirements as a passenger.
Smoking policy violation (including vaping)	Violation of District policies on smoking, vaping, or nicotine use in school or at off-site school functions.
Trespass or unauthorized entry onto school premises	Entry onto school premises or access to a portion of the premises without permission and without authority.
Possession of an automatic paging device (beeper)	Possession of a prohibited electronic paging device on school grounds or at a school-sponsored function.
Sexual harassment	Inappropriate speech or conduct that may constitute sexual harassment.
Gambling	Wagers of anything of value on games of skill or chance.
Prohibited use of electronic device	Use of District-issued or privately-owned technology in a manner or for a purpose that would interfere with or inhibit the educational mission of the school.
Possession of an imitation firearm	Possession of an object or device reasonably capable of being mistaken for a firearm.
Harassment, intimidation and or bullying	Any act or communication that is directed at a student based on any distinguishing characteristic and which has the effect of physically or emotionally harming a student or damaging the student's property.
Consensual sexual contact between students	Any sexual act that takes place between students on school grounds.

PENALTIES

Immediate notification of parent/guardian, parent/guardian conference with the administrator, possible restitution for damages, possible referral to law enforcement, to counseling, or to HIB Officer. Possible detention before school, after school, at lunch, or on Saturday. Possible in-school or out-of-school suspension for up to five (5) days, or expulsion. NOTE: Suspension of students in grades K-2 is not permitted.

Category III	
Infraction	Definition
Repeated recurrence of a Category II offense	
False fire alarm, bomb threat, or tampering with the alarm system	Any act that causes an alarm for fire, bomb, or other hazardous condition to sound where no emergency exists or that causes such alarm to be disabled for any period of time.
Possession of a dangerous weapon or firearm*	Possession of a dangerous weapon or firearm on school grounds or at school-related activities or criminal conviction/adjudication for committing a crime while in possession of a firearm on school grounds or at school-related activities.
Assault with an imitation firearm or weapon that is not a firearm*	Attack or threatened attack on a person, other than a District employee, with an object/device reasonably capable of being mistaken for a firearm, or with an object/instrument that is not a firearm but is readily capable of lethal use or of inflicting serious bodily injury.
Substance abuse policy violation †	Violation of District policies on drugs/alcohol in school or at off-site school functions (nicotine use is a Category 2 smoking policy violation).
Arson	Intentional or reckless act that causes a fire for a malicious purpose on school grounds.
Extortion/Robbery	The use of force or threatened force to obtain a thing of value from another person.
Vandalism	An act of defacement that damages the property of the District or of another person.
Assault of a District employee*	Attempted, threatened or willful act for the purpose of causing bodily injury to a person who is employed by the District.
Assault of a person other than a District employee.	Attempted, threatened or willful act for the purpose of causing bodily injury to a person who is not a District employee.
Possession or use of explosive device*	Possession, transfer, or detonation of any explosive device on school grounds.
Academic dishonesty	Cheating, plagiarism or use of another's academic work without proper citation.
Forgery or fraud	Falsification of documents or of an adult's signature on a school document
Sexual assault	The use of force, threatened force, or intimidation to coerce a sexual act.

PENALTIES

Immediate notification of parent/guardian, parent/guardian conference with administrator, possible restitution for damages, possible referral to law enforcement or DCPD, HIB Officer, counseling, or CST. Possible detention before/after school, at lunch, or on Saturday. Possible elimination of after-school activities or expulsion. Possible in-school or out-of-school suspension up to ten (10) days. NOTE: Suspension of students in grades K-2 is not permitted. † Mandatory referral for medical examination (Policy 5530). * Mandatory immediate removal from school and placement in an Interim Alternative Education Setting pending a formal disciplinary hearing within ten (10) days.

ATTENDANCE SANCTIONS

Attendance and punctuality are the responsibility of each student and their parents. Each time a student is absent from school without a prior excuse, the student's parent will receive an automated telephone call. The parent may be asked to explain the reason for the student's absence. Students who are absent from school may also be excluded from that day's athletic and after-school activities.

Unexcused absences from school or class may result in disciplinary action. Students who are chronically absent or late will be referred to the school Intervention and Referral Team to determine appropriate interventions and to the school attendance officer to determine if a truancy investigation is warranted. Students who reach twenty-one (21) or more unexcused absences in any one class may lose course credit for that class. Twenty or more unexcused absences from school may result in a loss of credit for the school year and grade retention.

Tardiness – Regulation 5240

Number of Tardy Arrivals	Penalty
3	Written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
5	Mandatory parental conference with school principal or classroom teacher and two (2) detentions before or after school, or at lunch.
6 or more	For each tardy arrival beyond the fifth, one (1) forty-minute detention before or after school, or at lunch.

Failure to serve an assigned detention before/after school or at lunch will result in one (1) Saturday detention. Students who are chronically late will be referred for counseling and truancy investigation.

Skipping/Cutting School or Class – Regulation 5240

Number of Classes Skipped/Cut	Penalty
1	1 st written warning to parent(s)/guardian(s) and one (1) forty-minute detention before or after school, or at lunch.
2	2 nd written warning to parent(s)/guardian(s) and three (3) forty-minute detentions before or after school, or at lunch.
3	3 rd written warning to parent(s)/guardian(s) and five (5) forty-minute detentions before or after school, or at lunch.
4	Mandatory parent/guardian conference with school principal and seven (7) forty-minute detentions before or after school, or at lunch.
5 or more	For each instance of a cut beyond the fourth, one (1) Saturday detention, possible in-school suspension, and possible referral to an alternative educational setting.

A tardy arrival may be treated as a class cut if the student misses more than half the class period. Failure to serve an assigned 40-minute detention will result in one (1) Saturday detention.

Absenteeism – Policy and Regulation 5200

Number of Unexcused Absences	Penalty
2	Mandatory phone call from school administration to parent/legal guardian if student is absent 2 or more days in September.
5 and 7	1 st mandatory phone call from District Attendance Office to parent(s)/guardian(s).
10	1 st mandatory home visit conducted by District's attendance officer; 1 st mandatory attendance hearing with school guidance counselor, principal, and District's attendance officer. Student is considered "truant" by State law.
15	2 nd mandatory home visit conducted by District's attendance officer; 1 st mandatory referral of parent(s)/guardian(s) to truancy court. Truancy is a disorderly persons offense that may result in fines of the court's discretion.
18	2 nd mandatory phone call from District Attendance Office to parent(s)/guardian(s). Student is considered "chronically absent" by State law.
20	2 nd mandatory attendance hearing at the school to discuss possible alternative placement options and possible loss of credit.
25	3 rd mandatory home visit conducted by District's attendance officer; 2 nd mandatory referral of parent(s)/guardian(s) to truancy court.
30	Mandatory attendance hearing at BOE Central Offices.
40	If all other options were considered and exhausted, the student will lose credit for the year; 3 rd mandatory referral of parent(s)/guardian(s) to truancy court.

Parents will receive an automated phone call each time student is absent from school. Each unexcused absence is an instance of truancy. Absent students must complete all assignments missed. Principal must send any missed assignments home to students who are absent for a known period of time.



CODE OF STUDENT CONDUCT

Reference Guide

Students may be subject to appropriate disciplinary action for violations of the Code of Conduct that occur on or off school grounds, including on a school bus or at a school-sponsored function.

Approved disciplinary sanctions include: admonishment, before/after-school detention, lunch detention, Saturday detention, early dismissal day detention, in-school suspension, out-of-school suspension, and expulsion. Grades will be based on each student's academic performance and may be lowered only as a direct penalty for plagiarism or other forms of academic dishonesty, and not as a form of disciplinary action. The use of corporal punishment is strictly prohibited.

Appropriate corrective and/or disciplinary measures will be determined based on the nature and severity of the offense and frequency of the infraction. Conduct offenses generally fall into three categories of severity, with Category 3 infractions being subject to mandatory and severe disciplinary action. If a student repeatedly commits a Category 1 offense, the next occurrence may be elevated to a Category 2 offense and will be subject to more severe forms of discipline.

Additional sanctions may include exclusion from graduation or "moving-on" activities and ceremonies, including proms, dances, and class trips.

Suspension of students in grades K-2 is not permitted. Special education students are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their IEP or 504 Plan. Prior to suspending a classified student for 10 days or more, a Manifestation Determination hearing must be held to determine if the offensive conduct was caused by, or had a direct and substantial relationship to the disability, or was the direct result of a failure to implement the student's IEP or 504 Plan. In addition, the child's case manager must be notified prior to the imposition of discipline.