



# West Franklin High School Student Handbook 2011-2012

511 E. Franklin  
Pomona, KS 66076  
785-566-3392  
[www.usd287.org/wfms](http://www.usd287.org/wfms)

Principal: Mr. Rick Smith      Assistant Principal: Mr. Robert Allen  
Counselor: Mrs. Connie Hoyt

## 2011 - 2012 Class Schedule

<u>Bell Schedule</u>		
1 <sup>st</sup>	8:10 – 9:05	55 minutes
2 <sup>nd</sup>	9:09 – 9:55	46 minutes
3 <sup>rd</sup>	10:02 – 10:48	46 minutes
4 <sup>th</sup>	10:52 – 11:38	46 minutes
5 <sup>th</sup>	11:42 – 12:50	68 minutes
	1 <sup>st</sup> Lunch 11:42 – 12:02	
	2 <sup>nd</sup> Lunch 12:02 – 12:22	
	3 <sup>rd</sup> Lunch 12:30 – 12:50	
6 <sup>th</sup>	12:51 – 1:37	46minutes
7 <sup>th</sup>	1:41 – 2:27	46 minutes
8 <sup>th</sup>	2:34 – 3:20	46 minutes

<u>Staff Development</u>		
<u>Early Release Wednesday</u>		
<u>Bell Schedule</u>		
1 <sup>st</sup>	8:10 – 8:47	37 min.
2 <sup>nd</sup>	8:51 – 9:16	25 min.
3 <sup>rd</sup>	9:20 – 9:45	25 min.
4 <sup>th</sup>	9:49 – 10:14	25 min.
5 <sup>th</sup>	10:18 – 10:43	25 min.
6 <sup>th</sup>	10:47 – 11:12	25 min.
7 <sup>th</sup>	11:16 – 11:41	25 min.
8 <sup>th</sup>	11:44 – 12:30	
	1 <sup>st</sup> Lunch 11:44 – 12:04	
	2 <sup>nd</sup> Lunch 11:59 – 12:19	
	3 <sup>rd</sup> Lunch 12:10 – 12:30	

**ADMINISTRATIVE GUIDELINES FOR  
WEST FRANKLIN HIGH SCHOOL 2011 - 2012**

A goal of WFHS is to empower each student with the ability to make proper choices. When a student chooses not to follow the rules set forth by USD 287, there will be consequences. The following three consequences will be used to persuade students from using inappropriate, disruptive, and undesirable behavior.

**EP** – Extra Period

**ASD** - After-School Detention

**SW** – Saturday Workshop

**ISS** - In-School Suspension (students can make up homework and tests)

**OSS** - Out-of-School Suspension (Credit for missed work during suspension will be granted for all work if received by the time school starts on the day of return to classes)

**WEST FRANKLIN U.S.D. #287**

This handbook has been developed as a guideline for students, parents and staff. It is not intended to cover every circumstance that may arise. Administrators are responsible for the enforcement of the rules of the handbook. However, it is recognized that administrative discretion will be used on a case by case basis.

**PHILOSOPHY OF EDUCATION**

Unified School District #287 is organized to provide a comprehensive elementary, middle and secondary education, which will meet the needs of every child.

The school district will strive to instill in each student: a positive self-image, self-discipline, self-respect for others and others' property, a sense of patriotism and a respect for authority.

The school district will provide a curriculum that enables individuals to think creatively, critically, and constructively, and to recognize and solve problems logically.

The school district will provide the best personnel and facilities within its means to meet the needs of all students.

The school district will emphasize that each student's family has a major role in training and educating their children. The district acknowledges that it cannot replace the family but does commit itself to assist each family in the maturing and educating processes that will enable each child to function as effective and responsible citizens.

**WEST FRANKLIN U.S.D. #287 DISTRICT MISSION STATEMENT**

We believe all students can learn. Our responsibility is to ensure students acquire knowledge, skill, and capability to function effectively as lifelong learners and responsible citizens.

**ACADEMIC DISHONESTY**

Academic Dishonesty is not acceptable. Academic dishonesty may include, but is not limited to, cheating and plagiarism. Plagiarism is defined as the use of another person's original ideas or writing, without giving credit to the true author. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work as well as other possible disciplinary actions.

### **ACTIVITY TRIPS**

In transportation of students to athletic contests or other school activities, the following rules are to be observed:

1. All students and/or team members travel under the supervision of the teacher, coach, and/or the bus driver.
2. When students travel on the bus to an activity, they are under the direct supervision of the teacher, sponsor, coach, and/or bus driver. If a student rides to an event on the bus they must return on the bus, unless personal contact is made (by the parent wanting to take the student home) with the principal, coach, or sponsor. If a student wishes to ride home with another parent, their parent must contact the coach or sponsor before the trip.
3. All other District policies.

### **ACTS TOWARDS TEACHERS AND STAFF**

Students are expected to show a proper respect toward ALL teachers and staff members. Substitute teachers are considered staff members as are all secretaries, paraprofessionals, custodians, cooks, bus drivers, etc.

### **ANNOUNCEMENTS**

Announcements will be posted in the main office and teachers will receive a copy by email. It is the responsibility of each student to be aware of the content in the announcements.

### **ATTENDANCE AT SCHOOL FUNCTIONS**

All students attending school dances, basketball games, volleyball games, class parties, and other like activities are not to leave the building, if they do they will not be allowed to return. Students are to remain inside the building until ready to leave the campus for the night. Students in ISS or OSS on that day will NOT be allowed to attend or participate.

### **ATTENDANCE POLICY**

#### **West Franklin School District #287**

A student's absence from the classroom disrupts the continuity of the instructional progress. The benefits of classroom instruction include class discussion, teacher presentations, and student participation. Many of the benefits are lost during extended absences and cannot be entirely regained even by extra after-school instruction. Students who miss school frequently usually become marginal students who may become high school drop outs. Thus, compulsory school attendance is necessary, and the school district requires regular attendance in compliance with state law.

1. In case of student absence, a parent should call the school office by 9 am on the day of the absence. If the office has not received a call by that time, school officials may call to determine the reason for the absence. If the parent cannot call, a note must be sent by the parent the day the student returns to school.
2. The principal is responsible for determining whether an absence/tardy is excused or unexcused.
3. The following absences may be excused by the principal: illness, doctor appointments, family emergencies, business that cannot be taken care of outside the school day, or religious reasons. The principal reserves the right to request a doctor's note for illness. Absences will not be excused for shopping trips, babysitting, hair appointments, working part-time jobs or general absences for personal business which could be taken care of outside the school day.
4. If a student is absent for two or more hours but less than four hours, it will be counted as a half day absence. All absences four or more hours will be considered a full day absence.
5. The State of Kansas expects schools to have an attendance rate above 90%. By Kansas Statute 72-111, all children between the ages of 7 and 18 are required to attend school on a regular basis. Five unexcused absences a semester, three unexcused absences in a row or seven unexcused absences in a year will lead to referral to the appropriate authorities (KSA 72-113).

6. Students may be required to make up time missed for any unexcused absence. Credit for missed work during a suspension or unexcused absence will be granted for all work if received by the time the class starts on the day of return to school. In cases of unexcused absences, the parents may be notified and be asked to meet with the principal. Any unexcused absence may also lead to a Saturday School assignment and/or a suspension. When an absence is excused, a student will have two days for each day of absence to make up the work missed. In no case will a student have more than two weeks to make up work.
7. Students are responsible for all missed academic assignments. If participation points are assigned in specific classes, students are responsible for requesting the alternative assignment within the guidelines established for absentee assignments.
8. Students should understand that attendance in school is a requirement for attendance at or participation in any extra-curricular activity. In order for a student to be eligible to attend or participate in a school activity after school, the student must be in attendance at school. Any exception to this rule must be approved prior to the absence by the principal. It is the primary responsibility of the student and the coach or sponsor to see that this policy is enforced. This policy does not apply to absences caused by a school sponsored activity.

### **BEVERAGES**

Students may not bring unsealed beverages into the school. Any beverage that is brought to school (bottle/can) must be opened in the presence of a staff member.

### **CELL PHONE**

To insure minimal disruption to the learning environment, West Franklin USD #287 has established the following administrative policies and procedures regarding cell phones:

Students are prohibited from using cell phones or having them “On” during the school day. This includes lunch periods and passing periods and “behind-the-wheel” driver education classes. “Using” refers to, not only the making and/or receiving of calls, text messaging and photography, but also using the cell phone for any other purpose.

Students are not permitted to wear their cell phones clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc.

Cell phones may be used on school busses for text messaging or game playing only. Any use which causes a disruption may result in disciplinary action. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and consequences involving the use and /or misuse of these devices.

Students and parents are notified that West Franklin USD #287 is not responsible for the loss, theft, damage, or vandalism to student cell phones, as well as other student property. Students and parents are strongly encouraged to insure that, if students have cell phones in their possession, they should not leave them unattended or unsecured. They are a popular theft item.

Using a cell phone in an unauthorized manner or in violation of the above policy will result in confiscation of the phone. Students will be permitted to pick up a confiscated phone from the office at the conclusion of the school day on the first offense. **On successive offenses, phones will be released to parents only.** Continued violations may result in After School Detention, In or Out of School Suspension. The administration reserves the right to modify the consequences, as appropriate.

### **CHANGE IN STUDENT INFORMATION**

Please notify the school office of a change of address, home or office telephone number, email address or emergency information throughout the academic school year.

## **COMPUTER USE**

All students, staff and parents must sign an agreement concerning acceptable use of computers and networks before access to school computers is allowed. (Refer to Technology Policy in the District Handbook for Acceptable Use Policy.)

## **CONTESTS AND CONFERENCES**

When students are involved in state or national level contests or conferences, they are expected to represent themselves, the organization, the school, and the community with pride. Students must remain in good standing to attend national/regional/state conferences/contests.

## **CREDIT RECOVERY**

Students that are invited by the high school principal are eligible for credit recovery during a four week period each summer. If the course(s) are successfully completed, a (P) pass grade will appear on their transcript. High school credit recovery may also be obtained through Lakes Learning Center in Lyndon or Future Visions in Ottawa.

## **DISCIPLINE**

Students should refer to the building discipline plan for specific information.

## **DRESS CODE**

Appropriate student dress and appearance help set the tone for a positive school climate. Dressing cleanly and nicely shows pride in yourself, family, and in your school. A neat and clean person is more likely to be attentive in class. We expect students to use good judgment in their personal appearance and follow these criteria:

1. Shoes or sandals must be worn.
2. Sunglasses are not to be worn in the classroom during the academic day unless prescribed by a doctor.
3. Hats, sweatbands, head bandannas, or any other head coverings are NOT to be worn in school buildings during the academic day.
4. T-shirts, accessories, or other attire displaying sexually suggestive connotations or vulgar language, symbols or slogans, or anything pertaining to alcohol, tobacco, or drugs are not to be worn.
5. Halter tops, half T-shirts, or other tops not sufficiently covering the body to insure modesty (including mesh or net shirts which can be seen through), may not be worn.
6. Sleeveless shirts (not undershirts) properly covering the body may be worn.
7. Hemmed shorts, (not cut-offs) of moderate length, may be worn.
8. Biking, Spandex and similar shorts may be worn if worn under hemmed shorts.
9. Sweats worn to PE may not then be worn to other classes until they have been washed.
10. Gang related clothing may not be worn.
11. Underwear shall not be visible.

## **DRIVING AND PARKING**

Students who do not use caution in parking lots and adjacent streets will lose the privilege of parking in the school lot. The parking lot is "out of bounds" for all students at all times except when entering or leaving the school campus. Students are to park their cars immediately upon arrival at school and go directly into the building. Students are required to use the southeast parking lot. Students driving trucks and vans are to park in the far east parking area of the southeast lot.

## **DROPPING CLASSES**

Students wishing to drop a class must do so with the school counselor on or before the 5<sup>th</sup> school day of each semester.

## **DRUG AND ALCOHOL POLICY**

A student shall not possess, be under the influence, use or transport cereal malt beverages, alcohol, or illegal drugs in school, on school owned property, or during any school sponsored activity or trip. A student shall not possess, use, or transport drug paraphernalia, chemical, or pre-cursor chemicals in school, on school-owned property, or during any school sponsored activity or organized trip. Any student who does will be dealt with accordingly to the steps in the District Handbook.

## **ELECTRONIC DEVICES**

Due to security problems and the distractions involved, students are not to bring radios, televisions, pagers, video and music players, laser lights, gaming devices or other electronic devices to school unless given permission by a supervising staff member.

## **ELIGIBILITY GUIDELINES, FOR HIGH SCHOOL EXTRA CURRICULAR ACTIVITIES**

Eligibility will be determined by the principal and teachers in accordance with KSHSAA guidelines; additionally, each teacher will take part in compiling a list to give to the principal that will record any students who are failing a class (F List).

Step 1: The first time a student is on the F List they will be ineligible placed on academic warning and allowed to practice and play in contests/activities.

Step 2: If the student is on the F List for the second week in a row, even if it is in a different class from the first week, they will be ineligible to practice and participate .

The student will remain on step 2 until they have raised all grades to a passing level. Once a student removes themselves from the F List they will begin at Step 1 if they earn another failing grade. The F List will be compiled starting on the third Monday of each quarter and continue every Monday until the end of the quarter.

Once it is determined on Tuesday that a student is on the F List, their eligibility runs from Tuesday to the following Monday.

## **EXTRA PERIODS/DETENTIONS**

Teaching staff is authorized to use extra periods as a form of discipline. Administrators assign detention periods. Students must be provided at least 24 hours to serve the extra period/detention so that appropriate transportation can be provided by the parents. Students receiving extra period/detention assignments should understand that such an assignment takes priority over any activity, practice or game.

## **FINALS POLICY**

Each high school class will have some type of final activity for each semester. This may be a cumulative test over material covered during that semester; a unit exam or a final project designed by the classroom teacher. All students are expected to complete this activity. Student scores will become a part of the second or fourth quarter grade respectively.

## **FIGHTING**

Physical violence is an unacceptable method of settling personal disputes. Not only is it immature, it is also disruptive and dangerous. Individuals who are involved in fighting will be suspended. Students involved in actions that cause physical harm to another person or destruction of property will be appropriately disciplined

## **FUNDS**

Any class or organization having funds upon graduation or when an organization fails to exist shall forfeit the balance of their account to be split between the Student Council and Student Assistance Fund.

## **GANG ACTIVITY**

Gang activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation which such a group is prohibited.

## **GRADING SCALE**

WFHS follows a school-wide grading scale

100 - 94	A	69 – 68	D+
93 - 90	A-	67 – 64	D
89 - 88	B+	63 – 60	D-
87 - 84	B	59 -	F
83 - 80	B-		
79 - 78	C+		
77 - 74	C		
73 - 70	C-		

## **GRADUATION**

Students should refer to the USD 287 District Handbook and Activity Calendar for specific graduation requirements.

## **HALL PASSES**

Students leaving the classroom for any reason must have a staff signed pass. Students who are in the halls without a pass will be subject to the discipline plan.

## **HONOR ROLL**

Student honor roll will be released to local media each quarter based on the following criteria: Superior Honor Roll: 4.0 GPA; Principal's Honor Roll – 3.6 GPA (A/B); Student Honor Roll 3.0 GPA (A/B). Students must have no grade lower than a B- to qualify for honor roll status.

## **IN-SCHOOL SUSPENSION**

The district in-school suspension room is located on the West Franklin Campus. . Students failing to comply with ISS rules will be suspended out-of-school.

### **ISS Rules**

Students are to bring school work to suspension.

No food or drink allowed.

Students will remain seated.

Students may not listen to music while in ISS.

Students must remain on task.

## **LATE ASSIGNMENTS**

Students are expected to hand assignments in on time. Students who fail to do so will be assessed a penalty as follows: 1 day late 50% of points awarded; 2 days late 40% of points awarded; more than 2 days late no points will be awarded.

## **LEAVING SCHOOL GROUNDS**

Permission must be secured from the office before a student leaves the school grounds. Students leaving school after morning arrival should be checked out in the office by parents or guardians before leaving school grounds.

## **LOCKERS**

Students are asked to treat their lockers and those of others with care and respect. Students will pay for any damage that they do to lockers. School officials reserve the right to examine lockers at any time. Lockers will not contain advertisements or paraphernalia related to alcohol or drug use or any other material unsuitable for display at school.

## **LUNCHES**

All schools in the district will have closed lunch hours. Students will not be allowed to charge more than two (2) lunches. If a student maximizes the two-lunch limit policy, they will be provided with a peanut butter sandwich and milk when requested. No charges will be allowed during the last month of school.

### **MAKE-UP WORK**

Students are responsible for contacting teachers and arranging make-up work. When an absence is excused, a student will have two days for each day of absence to make up work missed. . If participation points are assigned in specific classes, students are responsible for requesting the alternative assignment within the guidelines established for absentee assignments. In no case will a student have more than two weeks to make up work. Credit for missed work during an out-of-school suspension will be granted for all work if received by the time school starts on the day of return to classes.

### **PARTIES, DANCES, EVENING EVENTS**

Events may vary from year to year. In no case may outside guests attend without previously registering and obtaining permission from the principal. In all cases students who leave the activity will not be allowed to return. In other words, once you leave the building, the party is over.

### **PE CLASSES**

All students that are enrolled in a physical education class will need a pair of shorts, t-shirt and gym shoes to be used only for PE classes. These shoes are to be left at school for the duration of the year.

### **PUBLIC DISPLAY OF AFFECTION**

Kissing, hugging, and other intimate displays of affection are considered inappropriate school behavior.

### **RACIAL AND SEXUAL HARASSMENT**

Any student who believes that he or she has been subjected to racial or sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting of any harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

### **SEARCHES**

Searches of students or their personal possessions may be conducted by the principal or his/her designee when there is reasonable suspicion that a student is in possession of an object that can jeopardize the health, welfare or safety of themselves, other students or staff. School lockers are the property of USD 287 and there is no expectation of privacy by the user of the school lockers.

### **SENIOR TRIP AND GRADUATION**

Senior trip and commencement exercises are held in recognition of students who have met all the requirements necessary for graduation. These activities are privileges for achievements over a period of several years. Keeping this in mind, students not meeting all requirements for graduation will not have earned the privilege of participating in these activities. Seniors ineligible for graduation may not participate in the senior trip.

### **SPORTS**

Students in middle school and high school shall only participate in one sport per season.

### **SPORTSMANSHIP**

The most visible evaluation of a school by outsiders occurs during athletic events. Our school and our community are judged by others at each contest. Sportsmanship is a quality that is expected of all students, whether participating or not, and of all persons attending an athletic event.

### **STUDENTS NOT IN GOOD STANDING**

Students will not be able to attend or participate in any West Franklin activity if they are not in good standing. Infractions which may lead to a student being declared "not in good standing" include, but are not limited to: absences, excused or unexcused, exceeding ten in a semester; repeated disciplinary action, and excessive tardies. Students being declared "not in good standing" may appeal their status to the superintendent of schools stating reasons for re-instatement in writing. Students planning on participating in a Saturday activity must be present on the last day of the school week prior to the activity or obtain permission from the principal.

## **SUSPENSION/EXPULSION**

Students who are suspended or expelled shall not **participate in or attend** any extra-curricular school activity.

## **TARDIES**

Arriving at school on time is very important. Students who are late to school without a note or call from parents will be considered unexcused tardy. Excused tardies constitute illness, appointments for medical purposes, family emergencies, and other reasons approved by the principal. After the fifth unexcused tardy in a nine weeks, the student will be required to serve a detention. On the eighth unexcused tardy an in-school suspension or assignment of Saturday Workshop. Principal or his designee will determine whether a tardy is excused or unexcused.

## **TELEPHONE**

The school phone is a business phone. Use of the office phone is prohibited. The pay phone may only be used before and after school and during passing periods—not during class time.

## **TOBACCO USE, POSSESSION AND DISTRIBUTION**

Using, possessing or distributing any form of tobacco on school owned property or at any school sponsored activity is strictly prohibited. For further offenses see the district handbook.

## **WEAPONS POLICY**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. As used in this policy, the term *weapon* and/or destructive device means:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver or any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by force or gravity or by an outward, downward, or centrifugal thrust or movement.

\*Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see board policy JDC). Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

\*Other weapons or facsimile of weapons not included in the list may result in suspension up to expulsion of a student. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

\*It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

*Please refer to the District Handbook &Activity Calendar for complete information regarding WFHS rules, regulations, and policies.*

**Please read the following carefully before signing. This is a legally binding document.**

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS:  
STUDENT'S AGREEMENT**

In order to make sure that all members of the West Franklin USD 287 community understand and agree to these rules of conduct, USD 287 requires you as a student to sign the following statement:

I understand and will abide by the district guidelines and conditions for the use of the facilities of West Franklin USD 287 public schools and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may\* be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

\*The school may choose one or the other, but be conscious of the fact that 'shall' means all students must be disciplined if they violate any of the rules.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

# West Franklin High/Middle Schools

## Discipline Guide

*“The safe teaching and learning of intended curriculum for all students, including misbehaving students, is the first priority at West Franklin Schools.”*

All disciplinary action must support the first priority, “The safe teaching and learning of intended curriculum for all students, including misbehaving students, is the first priority at West Franklin Schools.” Discipline is one of many ways in supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact that misbehavior has on a safe, orderly and academically productive environment.

Besides maintaining a safe and orderly environment, the discipline process must protect the time assigned for learning. It is important to decrease the amount of interference that misbehaviors cause in the academic engagement time for both the class and misbehaving student. There should be no hidden agendas when it comes to discipline. The handling of all discipline situations must support the teaching and learning of the intended curriculum for all students, including misbehaving students.

### **Definition of Discipline**

Discipline is a process designed to teach, model and apply appropriate consequences to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior. The key words of this definition will sum up the expectation for all staff and students:

**Process:** Discipline is a process that must support the first priority of the school, “The safe teaching and learning of intended curriculum for all students, including misbehaving students ...” This process is ongoing, with continuous evaluation and adjustment.

**Teach:** The desired outcome of the discipline process is to change unacceptable behavior to acceptable behavior. Teaching students acceptable behavior is one of the most effective means of establishing a safe, orderly and academically productive classroom environment. Students come to school with differing values and a differing sense of right and wrong. Therefore, it is our responsibility to teach all students the expected behaviors.

**Model:** One of the most effective means of teaching is through example, by modeling. All staff members are expected to model the behaviors expected of students and to positively reinforce students when they demonstrate positive behavior.

**Appropriate Consequences:** Consequences can be positive or negative. Appropriate consequences are consequences that are in line with the first priority, “The safe teaching and learning of intended curriculum for all students, including misbehaving students ...” with the goal being to change unacceptable behavior to acceptable behavior. An appropriate consequence is any consequence that lessens the effect the misbehavior has on the teaching and learning of other students and holds the misbehaving student responsible for the learning activity.

**Responsible Behavior:** The ultimate goal in the area of discipline is the development of students who demonstrate self-discipline and choose to behave in a responsible manner, with staff determining what is responsible.

**Changing Unacceptable to Acceptable:** There are no hidden agendas in this discipline process. The goal is not punishment but to change the unacceptable behavior in a manner than has the least effect on the teaching and learning process for all students.

The definition of discipline provides us with the structure and consistency necessary to maintain a safe, orderly and academically productive environment that the staff, students, parents and public expect at all times.

### **Student Expectations**

- Demonstrate self-respect, respect for others and respect for all things in the school environment
- Help maintain standards for all individuals at school and at school related activities for a safe and orderly environment through the use of self-discipline
- Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all
- Students and staff are expected to be on-task at all times while in the classroom or engaged in learning activities
- Complete all academic tasks
- Attend school regularly and arrive to class on time
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior

### **Identified Levels of Unacceptable Behavior**

To provide consistency in the handling of behaviors, there are three levels of misbehavior defined that will direct the staff in the handling of all misbehavior. The identified levels address the three branches necessary to provide a positive and productive teaching and learning environment (safe, orderly, academically engaged).

**Level 4: Safe Environment** – Students cannot learn and teachers cannot teach if they do not feel safe. The first key to a productive teaching and learning process is to assure a safe environment for all to eliminate misbehaviors that are intended to cause another individual physical or mental harm or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and are non-negotiable. They will be dealt with immediately. The following are some, but not all, of the misbehaviors that cause a school environment to be unsafe. These will not be tolerated:

- Fighting – assault or battery of any kind
- Intimidation/threats/extortion/harassment/bullying
- Sexual harassment of any kind (verbal/nonverbal)
- Disrespect toward staff (cursing, name calling)
- Open defiance
- Intentional destruction or defacement of property
- Alcohol/Tobacco/Controlled Substances (possession, sale, under the influence)
- Arson
- Theft
- Weapons (possession or use)

**Level 3: Orderly Environment** – The second key to a productive teaching and learning process is to assure an orderly environment – eliminating misbehaviors that normally occur outside, but possibly inside, the classroom that are not intended to cause physical or mental harm to another individual but do negatively affect an orderly education environment. Students are expected to handle themselves in a positive manner at all times in all areas (such as the classroom, cafeteria, hallways, school grounds and at school activities). The following are examples of behaviors that will not be tolerated:

- Disruptive behavior in the hallway (loud voices, pushing, running, inappropriate language, inappropriate comments, inappropriate physical contact)
- Disruptive behavior in the cafeteria
- Disruptive behavior at a school activity
- Disruptive behavior before or after school
- Truancy/Tardiness
- Cursing/Inappropriate language
- Offensive comments
- Being in the hallway without a pass
- Gambling
- Solicitation (selling unauthorized items at school)
- Inappropriate literature
- Inappropriate display of affection
- Dress code violations
- Horseplay

**Level 2: Productive Classroom Environment** – Any behavior that interferes with another student’s ability to learn cannot and will not be tolerated. Level 2 misbehaviors are the highest classroom priority. The following are examples of Level 2 misbehaviors:

- Failing to follow a reasonable request of staff
- Talking out/Interrupting
- Engaging in horseplay
- Disturbing another student in any way
- Cheating/Plagiarism
- Being out of seat without permission
- Showing disrespect
- Being defiant
- Using equipment improperly
- Negativity (comments or actions)

**Level 1: Productive Environment** – Misbehaviors that occur in the classroom that affect only the disruptive student are considered Level 1. This type of behavior is considered at the lowest level because it does not negatively affect a safe and orderly environment and it does not interfere with other students’ opportunity to learn. The teacher should not stop the learning activity to deal with such behaviors. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to complete assignments or turn them in
- Failing to participate in class

Level 1 misbehaviors are the responsibility of the classroom teacher. Student conferences and parental contact are many times the best way to problem solve these situations.

### **Determining the Level of Misbehavior**

The four levels will give staff the structure to know the urgency of handling inappropriate behavior and some indication of what to expect. The above lists are not all-inclusive. If there is confusion as to the level of misbehavior, ask the following questions(s) in this order:

1. Is the behavior intended to cause another individual physical or mental harm and/or is it illegal? If the answer to this question is yes, then no matter where the behavior occurred this is a Level 4 behavior and must be handled immediately. If the answer to question 1 is no and the behavior occurred in the classroom, the next question would be ...

2. Does the behavior actually interfere with the learning of other students? If the answer is yes, then it is a Level 2 behavior and must be handled immediately and quickly so the learning activity can continue without further interruption. If the answer is no, then this is a Level 1 behavior and should be handled without interrupting the learning activity. If the behavior occurred outside the classroom and the answer to question 1 was no, then this would most likely be a Level 3 behavior and the designated supervisor in the area is expected to correct/document the behavior.

### **Possible Consequences**

The following consequences are commonly used, have been used in the past and will continue to be used at West Franklin High/Middle Schools with this discipline process.

- Ignoring the behavior
- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection
- Informal, private discussion
- Time out
- Extra period
- Detention
- Behavior contract
- Teacher/Student/Parent conference
- Loss of assignment credit for cheating/plagiarism
- Referral to a principal
- In-school suspension
- Temporary or permanent change of schedule
- Suspension from school related activities
- Out-of-school suspension
- Referral to outside agencies
- Long term suspension
- Expulsion from school for up to 186 days

## Levels of Unacceptable Behaviors and Ranges of Expected Consequences

Having hard, fast, automatic consequences for misbehavior is not an effective way to change inappropriate behavior to acceptable behavior and does not provide staff the flexibility to handle each situation independently. To bring about some type of consistency in the handling of the different levels of misbehavior, a range of consequences has been established and will be the rule of thumb.

**Level 4: Safe Environment** – For behaviors that are intended to cause another individual physical or mental harm and/or are illegal, the possible consequences are:

- Detention
- In-school suspension
- Suspension from school related activities
- Out-of-school suspension
- Behavior contract
- Referral to outside agencies
- Saturday Workshop
- Long term suspension
- Expulsion for up to 186 days

**Level 3: Orderly Environment** – For behaviors that are not intended to cause physical or mental harm to another individual and are not illegal, but do negatively affect an orderly educational environment, the possible consequences are:

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection
- Informal, private discussion
- Time Out
- Extra period
- Detention
- Teacher/Parent/Student conference
- Referral to the principal
- In-school suspension
- Saturday Workshop
- Temporary or permanent change of schedule
- Suspension from school related activities
- Out-of-school suspension

**Level 2: Productive Classroom Environment** – For behavior that occurs in the classroom and interferes with the learning of others, the possible consequences are:

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection (the exact behavior must be identified and the offender told respectfully to stop)
- Informal, private discussion
- Time Out
- Extra period
- Detention
- Teacher/Parent/Student conference
- Loss of assignment credit for cheating/plagiarism
- Behavior contract
- Referral to the principal
- In-school suspension
- Saturday Workshop
- Temporary or permanent change of schedule
- Suspension from school related activities

**Level 1: Productive Personal Environment** – For behaviors that occur in the classroom and affect only the disruptive student, the possible consequences are:

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal redirection (the exact behavior must be identified and the offender told respectfully to stop)
- Informal, private discussion
- Time Out
- Extra period
- Behavior Contract
- Teacher/Parent/Student conference

## Definition of Consequences

Extra Period	3:25pm – 3:55pm A period of 30 minutes assigned by and served with teaching staff . A one day notice to serve the extra period will be given to the student and parents will be informed with a telephone call or written notice. Students who fail to serve an extra period will be assigned a detention.
Detention	3:25pm – 4:10pm A period of 45 minutes assigned by the administration and served after school with the administrator or his/her designee. A one day notice to serve the detention will be given to the student and parents will be informed with a telephone call or written notice. Students who fail to serve a detention will be assigned in-school suspension.
ISS	Students may be assigned to the In-school suspension room by a building administrator. Parents will be contacted by the office with a telephone call. Written notice will be mailed to the student and parent via United States Postal Service. Students receiving “three strikes” during an ISS assignment will be assigned to an out-of-school suspension for the number of days assigned to ISS.
OSS	Students may be assigned an out-of-school suspension by a building administrator. Parents will be contacted by the office with a telephone call. Written notice will be mailed to the student and parent via United States Postal Service. If a parent cannot be contacted, the student will serve the remainder of the day in ISS until contact is made.
Saturday Workshop	Students may be assigned Saturday Workshop for unexcused absences, excessive tardies, or inappropriate behavior.
Expulsion	An expulsion is an out-of-school suspension for up to 186 school days.