

Hamlin Elementary School Discipline Handbook
Hamlin School District

	Level One Offenses— Teacher/Para Managed	Definitions	1st Offense	2nd Offense	3rd Offense
M I N O R	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> • Occasional Classroom Disruptions/Distractions • Off Task • Interrupting • Disrespectful • Name Calling • Running in School • Not Following Instructions • Misuse of Materials • Minor Horseplay/Teasing in or out of Classroom • Inappropriate Dress • Not taking Responsibility or Not Owning their Behavior • Not Being Safe with hands/body 	<p>Disruption: Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior that interrupts the educational process and impedes learning.</p>	<p>Teacher Informally Tracks</p> <p>Behavior Intervention Implemented</p> <p>Classroom Consequences</p>	<p>Teacher Contacts Parent</p> <p>Teacher Informally Tracks</p> <p>Behavior Intervention Implemented</p> <p>Classroom Consequence</p>	<p>Teacher Contacts Parent</p> <p>Teacher Informally Tracks</p> <p>Behavior Intervention Implemented</p> <p>Classroom Consequence</p> <hr/> <p>Additional Offenses</p> <p>Teacher brings to Administration</p> <p>Teacher Contacts Parents</p> <p>Major Discipline Referral filled out on SWIS</p> <p>Classroom Consequence</p> <p>Additional Consequences by Administration</p>

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	Level Two Offenses Teacher/Para Managed	Definitions	1st Offense	2nd Offense	3rd Offense
M A J O R	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> • Defiance/Disrespect/Insubordination/Non-Compliance • Abusive/Inappropriate Language or Actions/Swearing • Pushing, Shoving, Grabbing, Poking, Tackling • Biting w/o Mark • Lying/Cheating • Inappropriate Technology Use (Without Sex/Violence) • Teasing • Theft of Minor Property (Could also include paying for property.) • Destruction of Minor Property (Could also include paying for property.) 	<p>Defiance/Disrespect/Insubordination/Non-Compliance: Constitutes refusal to follow directions, talking back and/or socially rude interactions.</p> <p>Abusive/Inappropriate Language or Actions/Swearing: Verbal, written, electronic, or physical symbolism that includes slang, swearing, name calling or use of words in an inappropriate way and directed at an individual.</p> <p>Lying/Cheating: Student delivers messages that are untrue and/or deliberately violates rules of participates in academic dishonesty.</p> <p>Inappropriate Technology Use: Accessing, using, or sharing cell phones. Possessing, accessing, using, or sharing electronic devices, which are unnecessary for school purposes during the school day. Administration reserves the right to search and seize all electronic devices on school property or when held by a student during school hours or during school-sponsored activities. There is no assumption of privacy.</p> <p>Teasing becomes Bullying after 2-3 times to the same child over time. See Bullying definition in the next level.</p> <p>Theft of Minor Property: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.</p> <p>Destruction of Minor Property: Student deliberately impairs the usefulness of property.</p>	<p>Home Room Teacher Contacts Parent</p> <p>Major Discipline Report and sent to Administrator—SWIS</p> <p>Lunch and/or Recess Detention 2 Days</p> <p>Writing Reflection/ Apology at Recess</p>	<p>Home Room Teacher Contacts Parent</p> <p>Major Discipline Report and sent to Administrator—SWIS</p> <p>Lunch and/or Recess Detentions 3 Days</p> <p>Writing Reflection/ Apology at Recess</p>	<p>Home Room Teacher Contacts Parent</p> <p>Major Discipline Report and sent to Administrator—SWIS</p> <p>Lunch and/or Recess Detentions 4 Days and Out-of-School Time Detention 2 Days</p> <p>Writing Reflection/ Apology at Recess</p>

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	Level Three Offenses	Definitions	1 st Offense	2 nd Offense	3 rd Offense
M A J O R	Teacher/Administrator Managed				
	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> • Bullying • Physical Aggression/Fighting/Punching/Spitting on a Person • Any Behavior that Injures Others (Without Intent) that Leaves a Mark on the Body • Defiant/Willful Disobedience • Harassment/Taunting/Threatening • Biting with Mark or Blood • Falsifying Information 	<p>Bullying: Teasing, taunting, coercive behavior, humiliation, inappropriate comments or similar conduct that occurs repeatedly over time and constitutes interference with an individual's rights or school purposes.</p> <p>Physical Aggression/Fighting/Punching/Spitting: Intentional actions involving serious physical contact where injury may occur (e.g. hitting, punching, kicking, hair pulling, scratching, choking, spitting on a person, etc.).</p> <p>Harassment/Taunting;/Threatening: Student delivers disrespectful messages (verbal, written, gestural) to another person with direct intent that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p> <p>Falsifying Information: Incidents that are designed to deceive teachers, administrators, or other authorities including, falsifying another student's ID or passwords, falsifying Accelerated Reader tests by taking tests for other students or using other student passwords to take tests, or other activities that are intentionally deceitful.</p>	<p>Major Discipline Report and sent to Administrator—SWIS</p> <p>Teacher or Administration calls Parents</p> <p>Lunch and/or Recess Detention 2-5 Days and Out-of-School Time Detention up to 2 Days</p> <p>Writing Reflection/ Apology at Recess</p> <p>Conference between teacher and student for re-entry</p>	<p>Major Discipline Report and sent to Administrator—SWIS</p> <p>Administration calls Parents</p> <p>ISS up to 2 Days and Out-of-School Time Detention up to 2 Days</p> <p>Writing Reflection/ Apology</p> <p>Conference between teacher and student for re-entry</p>	<p>Major Discipline Report and sent to Administrator—SWIS</p> <p>Administration calls Parents</p> <p>ISS up to 3 Days and Out-of-School Time Detention up to 3 Days</p> <p>Writing Reflection/ Apology</p> <p>Conference between teacher and student for re-entry</p>

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	Level Four Offenses Administrator Managed	Definitions	1st Offense	2nd Offense	3rd Offense
M A J O R	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> • Theft of Major Property (Could also include paying for property.) • Destruction of Major Property (Could also include paying for property.) • Assault (Physical or Verbal) • Intimidation/Threats that Cause Fear • Inappropriate Technology Use—<u>Major</u> and Includes Violent and Sexual Material (Law Enforcement may be contacted as appropriate and suspension of technology privileges could occur.) • Leaving without Authorization <p>*Level 4 Offenses can result in a report/call to the authorities.</p> <p>**Level 4 Offenses are done with malicious intent and result in bodily harm.</p>	<p>Theft of Major Property: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. The value of this is up to \$499.</p> <p>Destruction of Major Property: Student deliberately impairs the usefulness of property. The value of this up to \$499.</p> <p>Assault (Physical or Verbal): A physical blow to another or conduct that threatens the immediate harm of another.</p> <p>Intimidation/Threats that Cause Fear: Use of coercion, force, threats, violence, intimidation, or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.</p> <p>Inappropriate Technology Use-Major: Possessing, accessing, using, or sharing cell phones, pagers, or other electronic devices which are unnecessary for school purposes during the school day, including using cameras in bathrooms and locker rooms. Administration reserves the right to search and seize all electronic devices on school property or when held by a student during school hours or during school-sponsored activities. There is no assumption of privacy. At this level, the information is sexual or violent in nature.</p> <p>Leaving without Authorization: Leaving the elementary building, classroom, school-sponsored trip or field trip to go to another place without permission or without checking out of the office with staff authorization. Parents/guardians must contact and give consent before the students may be dismissed from school.</p>	<p>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>ISS up to 3 days and Out-of-School Time Detention up to 3 Days</p> <p>Parent Conference</p> <p>Writing Reflection/ Apology</p> <p>Conference between teacher and student for re-entry</p>	<p>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>ISS up to 5 days and Out-of-School Time Detention up to 5 Days</p> <p>Parent Conference</p> <p>Writing Reflection/ Apology</p> <p>Conference between teacher and student for re-entry</p>	<p>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>ISS up to 10 days and Out-of-School Time Detention up to 10 Days</p> <p>Parent Conference</p> <p>Writing Reflection/ Apology</p> <p>Conference between teacher and student for re-entry</p> <p>Possible Expulsion</p>

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	Level Five Offenses Administrator Managed	Definitions	1st Offense	2nd Offense	3rd Offense
M A J O R	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> • Alcohol/Drug Consumption/Possession • Arson • Endangerment to Life • Grand Theft (Will probably also include paying for property.) • Weapons • Bomb Threat/False Alarm • Combustibles • Exposure <p>*Level Five Offenses will result in a report/call to the authorities.</p> <p>**Level Five Offenses are done with malicious intent and result in bodily harm.</p>	<p>Alcohol/Drug Consumption/Possession: Student is in possession, under the influence of, or is using alcohol, illegal drugs or substances, or imitations of the above.</p> <p>Arson: Student plans and/or participates in malicious burning of property.</p> <p>Endangerment to Life: Any negligent or reckless behavior, terrorist threat, or hoax which could endanger a person's life or be capable of causing significant physical harm to an individual or the disruption of the school system.</p> <p>Grand Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. Appropriating another's property in excess of \$500 is grand theft.</p> <p>Weapons: Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</p> <p>Bomb Threat/False Alarm: Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.</p> <p>Combustibles: Student is in possession of substances/objects readily capable of causing bodily harm and /or property damage (i.e. lighters, firecrackers, gasoline, lighter fluid, ammunition).</p> <p>Exposure: Student, in area vulnerable to others present or walking in on them, makes private parts visible by uncovering it. This is geared towards upper elementary.</p>	<p>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>Case-by-Case Basis and Could Include: -Detention -ISS -OSS -Expulsion</p> <p>Writing Reflection/ Apology</p> <p>Parent Conference</p> <p>Conference between teacher and student for re-entry</p>	<p>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>Case-by-Case Basis and Could Include: -Detention -ISS -OSS -Expulsion</p> <p>Writing Reflection/ Apology</p> <p>Parent Conference</p> <p>Conference between teacher and student for re-entry</p>	<p>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>Case-by-Case Basis and Could Include: -Detention -ISS -OSS -Expulsion</p> <p>Writing Reflection/ Apology</p> <p>Parent Conference</p> <p>Conference between teacher and student for re-entry</p>

Revised: 8/14/20