

Hamlin Elementary School Discipline Handbook  
Hamlin School District

	<b>Level One Offenses</b>	<b>Definitions</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>M I N O R</b>	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> <li>• Occasional Classroom Disruptions/Distractions</li> <li>• Off Task</li> <li>• Interrupting</li> <li>• Disrespectful</li> <li>• Name Calling</li> <li>• Running in School</li> <li>• Not Following Instructions</li> <li>• Misuse of Materials</li> <li>• Minor Horseplay/Teasing in or out of Classroom</li> <li>• Inappropriate Dress</li> <li>• Personal Space Violations</li> </ul>	<p><b>Disruption:</b> 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>Minor Discipline Referral</p> <p>Classroom Consequences</p>	<p>Teacher Contacts Parent</p> <p>Minor Discipline Referral</p> <p>Classroom Consequence</p>	<p>Teacher or Administration Contacts Parent</p> <p>Major Discipline Referral</p> <p>Classroom Consequence</p> <hr/> <p><b>Additional Offenses</b></p> <hr/> <p>Administration Contacts Parent</p> <p>Major Discipline Referral</p> <p>Classroom Consequence</p> <p>Additional Consequences by Administration</p>

Hamlin Elementary School Discipline Handbook  
Hamlin School District

	<b>Level Two Offenses</b>	<b>Definitions</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>M A J O R</b>	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> <li>• Defiance/Disrespect/Insubordination/Non-Compliance</li> <li>• Abusive/Inappropriate Language or Actions/Swearing</li> <li>• Pushing, Shoving, Grabbing, Punching, Poking, Tackling</li> <li>• Biting w/o Mark</li> <li>• Lying/Cheating</li> <li>• Inappropriate Technology Use (Law Enforcement may be contacted as appropriate and suspension of technology privileges could occur.)</li> </ul>	<p><b>Defiance/Disrespect/Insubordination/Non-Compliance:</b> Constitutes refusal to follow directions, talking back and/or socially rude interactions.</p> <p><b>Abusive/Inappropriate Language or Actions/Swearing:</b> 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><b>Lying/Cheating:</b> Student delivers messages that are untrue and/or deliberately violates rules of participates in academic dishonesty.</p> <p><b>Inappropriate Technology Use:</b> 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.</p> <p><b>Guidance Counselor Referral:</b> A mandatory counseling meeting between the student and the counselor to discuss problems relating to the offense committed.</p> <p><b>Behavior Plan:</b> A document outlining appropriate behavior and consequences that will be enforced for inappropriate behavior. Contracts will progress from minor consequences to those more severe. Contracts will be written by the teacher, student, and administrator and discussed during parent/guardian conferences.</p>	<p>Administrator Contacts Parent</p> <p>Major Discipline Report and sent to Administrator</p> <p>Lunch and/or Recess Detention 2 Days</p> <p>Possible Loss of Activity at Recess</p>	<p>Administrator Contacts Parent</p> <p>Major Discipline Report and sent to Administrator</p> <p>Lunch and/or Recess Detentions 3 Days</p> <p>Possible Loss of Activity at Recess</p> <p>Referral to Guidance Counselor</p> <p>Behavior Plan</p>	<p>Administrator Contacts Parent</p> <p>Major Discipline Report and sent to Administrator</p> <p>Lunch and/or Recess Detentions 4 Days and Out-of-School Time Detention 2 Days</p> <p>Possible Loss of Activity at Recess</p> <p>Referral to Guidance Counselor</p> <p>Behavior Plan</p>

Hamlin Elementary School Discipline Handbook  
Hamlin School District

	Level Three Offenses	Definitions	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>M A J O R</b>	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> <li>• Theft of Minor Property (Could also include paying for property.)</li> <li>• Destruction of Minor Property (Could also include paying for property.)</li> <li>• Bullying</li> <li>• Physical Aggression/Fighting</li> <li>• Spitting</li> <li>• Any Behavior that Injures Others (Without Intent)</li> <li>• Defiant/Willful Disobedience</li> <li>• Harassment, Teasing, Taunting, Threatening</li> <li>• Biting with Mark or Blood</li> <li>• Falsifying Information</li> </ul>	<p><b>Theft of Minor Property:</b> 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><b>Destruction of Minor Property:</b> Student deliberately impairs the usefulness of property.</p> <p><b>Bullying:</b> 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><b>Physical Aggression/Fighting:</b> Intentional actions involving serious physical contact where injury may occur (e.g. hitting, punching, kicking, hair pulling, scratching, choking, etc.).</p> <p><b>Harassment, Teasing, Taunting; Threatening:</b> 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><b>Falsifying Information:</b> Incidents which 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 which are intentionally deceitful.</p>	<p>Major Discipline Report</p> <p>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>Written Apology</p> <p>Parent Conference</p> <p>Referral to Guidance Counselor</p>	<p>Major Discipline Report</p> <p>Administration calls Parents</p> <p>ISS up to 2 Days and Out-of-School Time Detention up to 2 Days</p> <p>Written Apology</p> <p>Parent Conference</p> <p>Referral to Guidance Counselor</p>	<p>Major Discipline Report</p> <p>Administration calls Parents</p> <p>ISS up to 3 Days and Out-of-School Time Detention up to 3 Days</p> <p>Written Apology</p> <p>Parent Conference</p> <p>Referral to Guidance Counselor</p> <p>Behavior Plan</p>

Hamlin Elementary School Discipline Handbook  
Hamlin School District

	Level Four Offenses	Definitions	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>M A J O R</b>	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> <li>• Theft of Major Property (Could also include paying for property.)</li> <li>• Destruction of Major Property (Could also include paying for property.)</li> <li>• Assault (Physical or Verbal)</li> <li>• Intimidation/Threats that Cause Fear</li> <li>• Inappropriate Technology Use—<u>Major</u> (Law Enforcement may be contacted as appropriate and suspension of technology privileges could occur.)</li> <li>• Leaving without Authorization</li> </ul> <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><b>Theft of Major Property:</b> 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><b>Destruction of Major Property:</b> Student deliberately impairs the usefulness of property. The value of this up to \$499.</p> <p><b>Assault (Physical or Verbal):</b> A physical blow to another or conduct that threatens the immediate harm of another.</p> <p><b>Intimidation/Threats that Cause Fear:</b> 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><b>Inappropriate Technology Use-Major:</b> 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><b>Leaving without Authorization:</b> 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 <b>before</b> 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>Behavior Plan</p> <p>Referral to Guidance Counselor</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>Behavior Plan</p> <p>Referral to Guidance Counselor</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>Behavior Plan</p> <p>Referral to Guidance Counselor</p> <p>Possible Expulsion</p>

Hamlin Elementary School Discipline Handbook  
Hamlin School District

	Level Five Offenses	Definitions	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>M A J O R</b>	<p><u>Not limited to but includes the following:</u></p> <ul style="list-style-type: none"> <li>• Alcohol/Drug Consumption/Possession</li> <li>• Arson</li> <li>• Endangerment to Life</li> <li>• Grand Theft (Will probably also include paying for property.)</li> <li>• Weapons</li> <li>• Bomb Threat/False Alarm</li> <li>• Combustibles</li> </ul> <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><b>Alcohol/Drug Consumption/Possession:</b> Student is in possession, under the influence of, or is using alcohol, illegal drugs or substances, or imitations of the above.</p> <p><b>Arson:</b> Student plans and/or participates in malicious burning of property.</p> <p><b>Endangerment to Life:</b> 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><b>Grand Theft:</b> 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><b>Weapons:</b> Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</p> <p><b>Bomb Threat/False Alarm:</b> Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.</p> <p><b>Combustibles:</b> 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>Major Discipline Referral</p> <p>Administration calls Parent</p> <p>Case-by-Case Basis and Could Include: -Detention -ISS -OSS -Expulsion</p> <p>Parent Conference</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>Parent Conference</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>Parent Conference</p>