



SCHOOL DISTRICT OF BLACK HAWK

School and Campus Discipline

1. Staff will utilize the student disciplinary referral form when assigning students detentions, either a lunch or after school detention.
2. Students will not be expected to serve detentions the day of the incident. Communication protocols require at least one school day to bring awareness to the student's parents or guardians.
3. All faculty and support staff have a responsibility to enforce our behavior guidelines. All staff must monitor students between classes and will help support each other's efforts and supervisory roles during common meeting times, such as lunch and after school. Student safety and prevention of student harassment are one of our top priorities.

4. Check System for Unwanted Behaviors

All staff will work off a check system to avoid a verbal confrontation with students, and to make it easier for those who have a difficult time confronting students they don't directly work with.

The check is designed for only minor infractions:

- a. Improper hall usage without proper documentation.
- b. Unauthorized presence in common areas, such as:
Gymnasium, commons, computer lab, and LMC
- c. Vulgarity that is reactionary and non-aggressive in nature.
- d. Improper displays of affection.
- e. Improper use of electronic devices; cell phones; media

Teachers will correct the behavior and verbally tell the student that he has a check for that behavior. Teacher will send email or instant messenger correspondence to Mr. Milz alerting of the check. After 3 checks, students are issued a detention by the office.

The Step System

When incidents occur outside of the classroom or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two (2) factors:

1. The seriousness of the offense.
2. The previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level step for that offense. With each successive referral, the student may be advanced up the step system one or more step(s) depending upon the seriousness of the infraction. The minimum disciplinary consequences for each step are as follows:

- Step 1: Conference with an administrator. Notification of a parent via mail or phone.
- Step 2: Conference with an administrator. Notification of parent. Student will be assigned a detention for 15 minutes to 4 hours based on the severity.
- Step 3: One-half day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail.
- Step 4: One day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail.
- Step 5: Two day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail.
- Step 6: Three day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail. Re-entry conference with parents required.
- Step 7: Three to five day in-school or out-of –school suspension (depending upon the nature of the offense). Re-entry conference with parents required, along with a written behavior contract required.
- Step 8: Five day out-of-school suspension mandatory. Parent conference required with discussion of future educational options (i.e., EEN referral and referral to other agencies). This conference must include the district administrator.
- Step 9: Ten (10) day out-of-school suspension pending expulsion hearing before the Board of Education.

Step System Provisions

1. A disciplinary file will be initiated for each referral.
2. Parent will be notified in writing of all violations.
3. After a student has been placed on a step, the next infraction may result in the student being advanced to the next step. Steps may be “jumped” if the infractions calls for a higher entry level step.
4. After a period of 15 school days without an additional infraction and with all detentions and suspensions served, the student will be removed from the Step System.

The following infractions may warrant immediate suspension:

1. Dangerous behavior on school bus or on school grounds
2. Inappropriate language that is aggressive or demeaning (not reactionary).
3. Theft
4. Purposefully missing detention
5. Destruction of property
6. Truancy
7. Harassment / threats directed toward any member of the school community

The following infractions will warrant immediate suspension:

1. Possessing or carrying a weapon
2. Using or possessing alcohol or drugs
3. Fighting
4. Overt sexual behavior