

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Code of Conduct

**Date Adopted:** 11/22/99

**Policy No.** 5068

**Date Revised:** 9/12/05

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2/26/07

## **Policy Statement:**

The Hortonville Area School District is committed to providing a healthy and safe atmosphere where all students can learn and grow. The Hortonville Area School seeks an atmosphere that is free of violence and promotes an educational framework where each student can reach their potential.

The Hortonville Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.

## **Rationale:**

The Hortonville Area School District has a legal obligation to make its school as free as possible of the dangers of violence, weapons, drugs and other behavior harmful to the educational environment. This duty is met through the District's policy on suspension and expulsion which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsion, permanently.

Student behavior that is dangerous, disruptive, unruly or interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below.

**Scope:** District-wide

**Responsibilities:** Administration

## **Implementation:**

### A. Responsibility

1. The Building Principal is responsible for developing and administering reasonable rules and regulations for students. (Such rules and regulations shall not conflict with Board policies, statutory law or case law.)
2. All employees of the District shall share the responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal.
3. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves.
4. Each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations.
5. Students are expected to abide by the code of conduct and behavior as outlined in the Student Handbook, and/or stated in the rules and regulations established by Building Principals in each school.

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**B. Student Classroom Behavior**

Students are expected to come to class ready to learn. Their behavior should be responsible, respectful and honest. They should report to class on time with the appropriate materials and be prepared to take a meaningful part in classroom discussions.

**C. What are the grounds for disciplinary removal from class?**

A teacher may remove a student from the classroom for any behavior that violates the District's policies regarding suspension or expulsion, or violates the behavioral rules and expectations set forth in the student handbook.

Behavior such as:

1. Possession or use of a weapon or other item that might cause harm to persons in the classroom.
2. Being under the influence, possession or sale of alcohol or other controlled substances or otherwise in violation of the District student drug and alcohol policies.
3. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.
4. Fighting.
5. Behavior that interferes with another student's work or ability to learn.
6. Intimidating, hostile or offensive behavior.
7. Inappropriate physical contact intended
8. Refusing to follow directions.
9. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
10. Disruption caused by gang or group symbols, gestures or posturing.
11. Inappropriate verbal comments intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
12. Repeated classroom interruptions or refusing to follow directions.
13. Throwing objects in the classroom.
14. Excessive or disruptive talking.
15. Behavior that causes students or staff to fear physical harm.
16. Physical confrontations or verbal/physical threats.
17. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including inciting others to walk out.
18. Behavior that may constitute sexual or other harassment.
19. Willful damage of school property.
20. Defiance of authority.
21. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
22. Possession of personal property prohibited by school rules and otherwise disruptive to teaching.
23. Repeated use of profanity.

Removal is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavior expectations are always more constructive and more likely to be followed when terms are communicated clearly to all students and staff. However, it is neither possible to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of the Code, in every circumstance the teacher will exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her decision, overrule the teacher's decision to remove the student and return the student to the classroom.

D. What are the non-disciplinary reasons for removal of a student from class?

In some cases, a teacher may believe that a student should be removed from class for the good of the student and in the best interest of the class as a whole. Such reasons may, but need not, be disciplinary in nature, for the purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances between the student and teacher.

E. Who may remove a student from class?

A teacher of that class may temporarily remove any students from class under this Code. For the purpose of this Code, "student" means any student enrolled in the District, exchange student or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purpose of this code, "class" is any class, meeting or activity which students attend, or in which they participate while in or out of school under the direction of the District.

F. What procedures must be followed in temporarily removing a student from class?

Except where behavior is extreme, a teacher should generally warn a student that the continued misbehavior might lead to temporary removal from class. When a teacher determines that the removal is appropriate, the teacher should take one of the following courses of action:

1. instruct the student to go to the appropriate office for the period of the removal. In such a case, the teacher should send a note with the student or notify the office by phone.
2. obtain coverage for the class and escort the student to the appropriate office.
3. seek assistance from the appropriate office or other available staff. When the assistance arrives, the teacher or other adult should accompany the student to the appropriate office.
4. have the student work quietly in the hallway outside the classroom.

When the student arrives at the appropriate office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area and the administrator or designee should speak to the student as soon as practicable thereafter.

Within twenty-four hours or one business day of the removal the teacher shall submit to the building administrator or designee a short and concise written explanation of the basis for the removal.

G. What are the placement procedures?

The building principal shall place a student who has been removed from class by a teacher in one of the following alternative educational settings:

1. An alternative education program approved by the Board of Education.
2. Another class in the school.
3. Another instructional setting.
4. A supervised room separate from the classroom.
5. The class from which the student was removed.

H. How will the parent be notified of their child's removal from the classroom?

The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from class. This notification shall include the reasons for the student's removal from the class and the subsequent placement decision. The notice will be given as soon as is practical after the student's removal.

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- I. To what extent is removal applicable to students identified as disabled under IDEA or section 504? Some different rules and considerations apply for students identified as requiring special educational services under the IDEA 504. In particular, a placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or the administration. It is advisable that all IEP teams address these issues and this Code, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special educational services under the IDEA or section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons above, no change in placement for more than ten school days may be made for a student with disabilities outside of the IEP process. This ten-day limit applies to out-of-school suspensions as well as days of removal.

**Associated Information:** Wisconsin State Statutes

118.128

118.13

120.13(1)

Wisconsin Administrative Code PI 9.03(1)

Student Discrimination Complaint Procedures