

Butler R-V District Mission Statement:

The mission of the Butler R-V School District is to prepare our students to become productive, responsible citizens in a global society. In partnership with families and the community, the school seeks to provide an educational environment that will maximize the intellectual, physical, social, emotional, and career development of each child.

Purpose of this Discipline Guide

This student code of conduct is designed to reinforce the mission of the Butler R-V School District. Behavioral expectations, limits, and appropriate consequences for the violation of these are provided here to give information and guidance to Butler R-V staff, students and their parents/guardians. The guidelines for behavior listed in this document are in effect for students during the school day, on school property, at any school-sanctioned activity, on school-sponsored transportation to and from school or any activity, and may also extend to a student's behavior outside the bounds of the school if such behavior disrupts the school environment or violates the rights of others.

No code of conduct can list all possible infractions that may result in the use of disciplinary action. This discipline guide is not intended as a contract and should not be viewed as such. Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrators or referred to the Superintendent of Schools. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. **All students will be subject to discipline at the discretion of building and/or district level administrators.**

Rights to Due Process

In all cases where a student may be determined as involved in unacceptable behavior that must be corrected through the options and procedures outlined in the Disciplinary Code, he/she will be given due process.

In each case or instance of unacceptable behavior the student will:

1. Be informed of the offense/problem area.
2. Be allowed to respond to the charge.
3. Have a right to appeal and a hearing for suspensions over ten days.
4. Be given a written statement of the charge if requested. (In cases of suspension as options—the student will always be given written notice as to the offense and the disciplinary options to be used by the administration.)

DISCIPLINE OPTIONS

- **Informal Conference:** Student and principal meet informally to attempt to resolve the situation.
- **Formal Conference:** Student and principal meet formally to attempt to resolve the situation. This may also include teachers, parents/guardians, and other school officials.
- **Warning:** Student is issued a written or verbal warning about his or her behavior.
- **Loss of privileges:** A student may lose, temporarily or permanently, his or her athletic eligibility, computer privileges, cafeteria privileges, parking privileges, bus privileges, or other privileges not listed here.
- **Confiscation:** A piece of property is held by a school official. Depending on the infraction, the item may or may not be returned to the student, the student's parent/guardian, or turned over to appropriate law enforcement authorities.
- **Restitution:** Making good or compensating for loss, damage, or injury.
- **After School Detention (ASD):** Student serves time in the detention room from 2:50 to 3:50 under the supervision of a school staff-member. The student must bring school work or something to read during the detention. If the student fails to work or causes a disruption during detention, that student has failed to meet the conditions of the detention and will be disciplined according to the Butler R-V Discipline Guide.
- **In-School Suspension (ISS):** The student attends school, but instead of attending classes, he or she is isolated and is expected to do complete assignments for credit. In-School Suspension may range from one to ten days in length.

Rules applying to In-School Suspension:

1. The student may ride a bus to school but instead of attending classes, he or she is isolated and expected to complete and turn in class assignments.
 2. Daily assignments will be required during in-school suspension. A student on In-School Suspension may receive credit on an assignment. The student is not counted absent.
 3. Students will be allowed to practice but not participate in games, contests, musical performances, or other extracurricular activities until the In-School Suspension has been served.
- **Saturday In-School Suspension:** Saturday may be used at the discretion of the administration as a day for In-School Suspension where it is deemed necessary in the correction of a student's discipline.

Rules applying to Saturday In-School Suspension:

1. The student will provide his/her own transportation to school.
 2. The time of the assignment is 8:00 a.m. – 12:00 noon
 3. Normal school dress code will be observed.
 4. Rules of After School Detention Apply.
- **Out of School Suspension (OSS):** Out-of-school suspensions are used by the administration as options when other types of options have failed to correct the misbehavior of the student or as a first option for many misbehaviors. Students on OSS are expected to complete all assignments for credit. Students are encouraged to make arrangements to have their assignments picked up. With prior approval, we will also allow students to come to school after hours for questions. All assignments are due one school day after the suspension is served. For example, if a student returns from OSS on a Tuesday, all assignments from the OSS period are due on Wednesday.

Out-of-school suspensions may range from 1-10 days in length and are sequential in the nature of their use. An Appeal of a 1-10 day Out-of-School Suspension is to be made to the Superintendent.

Some types of misbehavior are automatically placed at various levels. Examples are as follows:

Possession/Use of Tobacco:

1 st offense	1 - 3 days out of school suspension
2 nd offense	5 days out-of-school suspension
3 rd offense	10 days out-of-school suspension
4 th offense	10-180 days out-of-school suspension

Possession/Use of Alcoholic Beverages:

1 st offense	5-10 days OSS, Confiscation, Notify law enforcement
Subsequent offenses	10-180 days out-of-school or expulsion

Possession/Use of Unauthorized Substances:

1 st offense	10 days minimum, loss of privileges
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Out-of-school suspensions used by the Superintendent of Schools may range from one to three hundred sixty-five days, and may be used at his/her discretion.

- **Notification of Law Enforcement/Authorities:** For violations of criminal and/or civil law, and where required by board policy, state law.
- **Corporal Punishment:** The administrator may select the use of corporal punishment as a disciplinary option if it is deemed necessary in handling a problem with a student. It is to be understood that the administrator should try all other options that may be used prior to this type of option where possible. Should corporal punishment be selected as the option the following procedure will be used:
 1. The student will be removed from the classroom and taken to a private area.
 2. The student will be given the reason why he/she is being paddled as well as their right to due process.
 3. There is to be another certified teacher present as a witness.
 4. In the administration of the corporal punishment, the paddle is to be applied to the buttocks only.
 5. The teacher or administrator will contact the home and inform the parents that corporal punishment has been administered.
- **Expulsion:** The student is prohibited from attending school for a determined period of time, usually for more than 180 days
- **Character Education Program:** For some offenses, students may be required to participate in a character education program before or after school in lieu of detention. Students may also be referred for other agency evaluation and participation in similar character or discipline programs.

LIST OF PROHIBITED CONDUCT:

DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH: Verbal, written, pictorial, symbolic, or electronic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings or that disrupts classroom work, school activities or school functions.

1 st offense	1-3 ASD, 1-10 days ISS, Saturday ISS, and/or OSS
Subsequent	2-3 ASD, Saturday ISS, 1-10 days ISS, and/or 1-180 days OSS

DEFIANCE/INSUBORDINATION: Displaying a lack of cooperation, willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning.

1 st offense	ASD, 1-10 days ISS, Saturday ISS, and/or OSS
Subsequent	2-3 ASD, Saturday ISS, 1-10 days ISS, and/or 1-180 days OSS

PROFANITY: abusive, vulgar, or irreverent language inappropriate to an educational setting.

1 st offense	1-3 ASD
2 nd offense	3-5 ASD, 1 day ISS, and/or Saturday ISS
Subsequent	1-5 ISS, 1-180 days OSS

ACADEMIC DISHONESTY: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other conduct related to academics.

Note: Unlike other disciplinary policies in this handbook, the penalties below apply in a given course in a given semester. A clean slate is given to each student to start each semester.

1 st offense	No credit for the work, notify parent/guardian, and 1ASD
2 nd offense	No credit for the work, course failure for the quarter, removal from all extracurricular activities and academic honors for the semester.

DISHONESTY: Any act of lying, whether verbal or written, including forgery; the intentional falsifying a document, signature, or image and attempting to represent it as an original.

1 st offense	Nullification of forged document, ASD, ISS, and/or OSS
2 nd offense	Nullification of forged document, ISS and/or OSS

TRUANCY: Absence from school without the knowledge and consent of parents/guardian and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

1 st offense	1-3 ISS, or 1-3 Saturday ISS
2 nd offense	4 ISS, or 4 Saturday ISS
3 rd offense	5 ISS, or 5 Saturday ISS
4 th offense	1-10 OSS

In-school truancy: Absence from assigned or scheduled place within the school campus within the school day.

1 st offense	1-3 ASD
2 nd offense	3-5 ASD
3 rd offense	5 ASD or 1-3 Saturday ISS

FOOD: Eating during class is normally a prohibited activity, unless authorized by the teacher. Making/leaving a mess in the halls, lockers, cafeterias and other school facilities is always prohibited.

1 st offense	Confiscation, Restitution and/or repair and/or cleanup, and 1-3 ASD
2 nd offense	Confiscation, Loss of privileges, Restitution and/or repair and/or cleanup, and 3-5 ASD
3 rd offense	Confiscation, Loss of privileges, Restitution and/or repair and/or cleanup, and 3-10 days ISS, and/or Saturday ISS

TOBACCO: Possession or use of any tobacco product or paraphernalia on school grounds, school transportation, or at any school activity.

1 st offense	1-3 days OSS, Confiscation
2 nd offense	5 days OSS, Confiscation
3 rd offense	10 days OSS, Confiscation
4 th offense	10-180 days OSS, Confiscation

DRUGS AND ALCOHOL: (1) Possession, sale, purchase or distribution of alcohol or any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. (2) Possession of or attendance while under the influence of or soon after consuming alcohol or any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. (See School Medication Rules for more information on appropriate prescription administration.)

1 st Offense	5-10 Days OSS, confiscation, and notify law enforcement
Subsequent	10-180 Days OSS or expulsion, confiscation, and notify law enforcement

WEAPONS: Possession or use of any instrument or device, which include but are not limited to: a blackjack, a concealable firearm, a firearm, a firearm silencer, an explosive weapon, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife and others not named. This policy is in effect before, during and after school, and includes district property, transportation, and all on and off-campus district activities.

1 st offense	1-10 OSS possible up to 1 Calendar Year or Expulsion, and notify law enforcement
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FAILURE TO SERVE DETENTION (ASD) Student fails to meet the conditions required for ASD.

1 st offense	Student will make up the missed ASD, and serve one additional ASD
2 nd offense	Student will make up the missed ASD, and serve three additional ASDs
3 rd offense	Student will make up the missed ASD, and attend Saturday school (8:00 – 12:00 noon)
4 th offense	Student will serve 1 day ISS and still make up all missed ASDs.

FAILURE TO OBSERVE THE CONDITIONS OF ISS/FAILURE TO OBSERVE THE CONDITIONS OF OSS: Student fails to meet the conditions of one or more of the discipline procedures listed above.

1 st offense	1-10 days ISS, 1-10 Saturday ISS, in addition to completing the original ISS, OSS or Saturday ISS
2 nd offense	1-10 day ISS, 1-10 Saturday ISS, 1-180 days OSS in addition to completing the original ISS, OSS or Saturday ISS

AUTOMOBILE/VEHICLE MISUSE: Discourteous or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

- 1st offense Suspension or revocation of parking privileges, ASD, ISS, or 1-10 days OSS
- 2nd offense Revocation of parking privileges, ASD, ISS, or 1-180 days OSS

THEFT: Theft, attempted theft, or knowing possession of stolen property.

- 1st offense Return of property or restitution, 1-10 days ISS and/or OSS, notification of law enforcement.
- 2nd offense Return of property or restitution, 1-180 days OSS, notification of law enforcement.

FALSE ALARMS: Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of school property.

- 1st offense 1-10 days ISS, 1-180 days OSS or Expulsion. Restitution where appropriate.
- 2nd offense 1-180 days OSS or Expulsion. Restitution where appropriate.

UNAUTHORIZED ENTRY: Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- 1st offense ASD, 1-10 days ISS, and/or 1-180 days OSS, possible notification of law enforcement
- 2nd offense 1-180 days OSS or expulsion, possible notification of law enforcement

VANDALISM: Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

- 1st offense Restitution and/or repair and/or cleanup, ASD, 1-5 days ISS, Saturday ISS, or OSS, notification of law enforcement.
- 2nd offense Restitution, 1-180 days OSS, notification of law enforcement.

ARSON: Starting or attempting to start a fire or causing or attempting to cause an explosion.

- All offenses OSS for 1-180 days or expulsion, restitution where appropriate, notification of law enforcement.

INCENDIARY DEVICES: Possessing, displaying or using matches, lighters, fireworks, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

- 1st offense Confiscation, ASD or 1-10 days ISS
- Subsequent offenses Confiscation, 1-10 days ISS or 1-180 days OSS

COMPUTER/TECHNOLOGY MISCONDUCT: Attempting to: 1) gain unauthorized access to a technology system or information; 2) use district technology to connect to unauthorized systems; 3) copy district files without authorization; 3) interfere with the ability of others to use district technology; 4) secure a higher level of privilege without authorization; 4) destroy or reduce the capacity of district technology; 5) evade or disable a filtering/blocking device. Any other violation of the district’s technology use agreement.

1 st offense	Loss of some or all technology privileges, 1-5 ASDs, 1-10 days ISS and/or OSS, restitution where appropriate
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Subsequent offenses	Loss of some or all technology privileges, 1-10 days ISS and/or 1-180 days OSS, restitution where appropriate
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ELECTRONIC DEVICE MISCONDUCT: Using, displaying, or turning on cell phones, music devices, game systems, or any other unauthorized electronic devices on campus during the academic school day is prohibited without the permission of a teacher or staff member. Students will be allowed to have and use cell phones during the school day while in the hallways during pass time and during lunch. Unauthorized use of cell phones by students will be disciplined.

1 st offense	Confiscation, ASD. Device is returned to student after completion of ASD
2 nd offense	Confiscation, 2 ASD. Students must check in device to office at the beginning of the school day, each day until all detentions are served.
3 rd offense	Confiscation, 3 ASD. Students must check in device to office at the beginning of the school day, each day until all detentions are served.
Subsequent	Confiscation, 1 day ISS, compounded for each subsequent infraction. Students must check in device to office at the beginning of the school day, each day until all suspensions are served.

PUBLIC DISPLAY OF AFFECTION: Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1 st offense	Warning or ASD
2 nd offense	1-3 ASD or 1 day ISS
3 rd offense	3-5 days ISS or 1-5 days OSS

SEXUAL MISCONDUCT: Consensual acts of sex or simulated acts of sex including, but not limited to, nudity, intercourse or oral or manual stimulation.

1 st offense	1-10 days ISS or OSS
2 nd offense	1-180 days OSS or expulsion

SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

1 st offense	Confiscation, and 1-10 days ISS or OSS
2 nd offense	Confiscation, and 1-180 days OSS or expulsion

SEXUAL HARASSMENT: Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature or unwelcome physical contact based on gender or of a sexual nature.

1 st offense	1-5 days of ISS, 1-180 days OSS, notification of law enforcement.
2 nd offense	1-180 days OSS or expulsion, notification of law enforcement.

GAMBLING: Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost.

1 st offense	Loss of privileges, 1-5 ASD, restitution
2 nd offense	Loss of privileges, 1-5 days ISS or OSS, restitution
3 rd offense	Loss of privileges, 1-10 days OSS, restitution

HAZING: Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team.

1 st offense	1-10 days ISS or OSS, loss of privileges, restitution where appropriate
2 nd offense	1-180 days OSS or expulsion, loss of privileges, restitution

THREATS OR VERBAL ASSAULT: Verbal, written, pictorial, electronic, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

1 st offense	Minimum 3 days ISS or 1 day OSS
2 nd offense	Minimum 3 days OSS
3 rd offense	Minimum 5 days OSS

INAPPROPRIATE PHYSICAL ACTION: Any physical act by a student that is not appropriate for the classroom, lunch, or hallways but does not rise to the level of bullying, extortion, fighting, or assault.

Examples: horseplay, throwing things, making a mess at lunch, etc.

1 st offense:	1-3 ASD
2 nd offense:	3-5 ASD
3 rd offense:	1-3 days ISS/OSS

BULLYING: Repeated and systematic intimidation, harassment and/or attacks on a student or multiple students that causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts

1 st offense	1-3 days ISS, Saturday ISS, or 1 day OSS, and/or completion of a required character education program.
2 nd offense	Minimum 3 days OSS and/or completion of a required character education program.
3 rd offense	Minimum 5 days OSS

CYBERBULLYING: A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the districts technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication defines a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

- 1st offense 1-3 days ISS, Saturday ISS, or 1 day OSS, and/or completion of a required character education program.
- 2nd offense Minimum 3 days OSS and/or completion of a required character education program.
- 3rd offense Minimum 5 days OSS

BUS OR TRANSPORTATION MISCONDUCT: Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed as the student's assigned school. In addition, the transportation privileges may be suspended or revoked.

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY: Loss of, or failure to return, or damage to district property including, but not limited to, book, computers, calculators, uniforms, and athletic/activity and instructional equipment.

- 1st offense Restitution of district property, 1-3 ISS, or OSS
- Subsequent offenses Restitution of district property, 3-5 ISS, or OSS

NUISANCE ITEMS: Possession or use of items such as toys, games, and portable media players that are not authorized for education purposes.

- 1st offense: confiscation of items, 1-3 ASD, or 1 ISS
- 2nd offense: confiscation of items, 3-5 ASD, or 1-3 ISS
- 3rd offense: 1-3 days ISS/OSS

EXTORTION: Threatening or intimidating any person for the purpose of obtaining money or anything of value.

- 1st offense Minimum 1 day OSS
- 2nd offense Minimum 3 days OSS
- 3rd offense Minimum 5 days OSS

FIGHTING: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

- 1st offense 3-5 days OSS, and/or notify law enforcement
- 2nd offense 5-10 days OSS, and/or notify law enforcement
- 3rd offense 10-180 days OSS, and/or notify law enforcement

ASSAULT: Hitting, striking and/or attempting to cause injury or death to another person; placing a person in reasonable apprehension of imminent physical injury or death; physically injuring another person.

- 1st offense 5-180 days OSS or expulsion, and notify law enforcement.
- Subsequent offenses 10-180 days OSS or expulsion, and notify law enforcement.

TARDIES: A student is tardy to class when he/she does not arrive to the classroom with all required learning materials for that class when the bell rings for class to start. Upon the accumulation of (6) six total tardies during any 4-week grade cycle, the student will be assigned a detention. Each subsequent tardy results in an additional assigned detention. When a student reaches 10 tardies per cycle, they will serve an hour for each additional tardy on Saturday.

GUIDELINES FOR APPEARANCE AND DRESS

Students are expected to dress themselves in a manner that reflects good standards of health, safety and decency.

1. Students may not wear clothing which exposes the stomach, midriff, back, buttocks or cleavage.
2. Undergarments must not be visible at any time, nor can clothing intended to be worn as undergarments be worn as an outside layer of clothing.
3. The length of skirts or dresses must not be shorter than 6 inches (roughly the length of a dollar bill) above the top of the knee cap. Clothing with holes must not expose bare skin above this mark.
4. Clothing should be thick enough so that no skin shows through.
5. Hemmed, sleeveless garments may be worn if they do not expose excessive skin under the sleeve. Nothing that could be considered a tank top, no matter how wide the shoulder straps, will be appropriate for school wear. No off the shoulder clothing will be permitted as a stand-alone garment.
6. Hats, caps, hoods, and headgear must not be worn inside the building. Headbands are allowed, per administrative discretion.
7. Students may not wear clothing with writing, pictures or symbols that are potentially offensive to others or any item that presents a safety concern.
8. Shoes or sandals must always be worn. No cloth-bottomed footwear will be permitted.

There may be other types of dress, not specifically mentioned, that may be determined to be disruptive to the school environment and may be prohibited.

In cases where appearance and dress create problems to the learning environment of the school, the following procedures will be used:

1. The student will be asked to change his/her clothing and refrain from future use of the attire that created the problem. This warning will be recorded.
2. If the student does not change to or have acceptable clothing, the student will be required to wear a substitute article of clothing provided by the school.
3. If dress code violations continue, the student will be dealt with under the discipline policy for insubordination, and parents will be contacted.

Student dress considerations apply at school and on all school sponsored trips. Faculty sponsors of various trips may request a certain dress from the student going on the trip. Those students are to adhere to those requests. Students who participate in athletics are subject to their coaches' desires as to grooming.