

Westlake
Faculty
Handbook

ASD Policies and Procedures / Westlake Rules and Regulations

1. Absences and Illnesses (School Personnel).
 - A. Please notify the Main Office at least 2 hours prior to the beginning of the day in addition to notifying Kelley Services and requesting a sub.
 - B. Refer to the District Policy for information on the types of leave. All staff are responsible for knowing and adhering to the District Policy. (Policies 4019-25)
 - C. All teachers must submit 2 sets of Emergency Plans to the Main Office. These should be generic enough that they can be used any time during the year. These will be used when a teacher cannot submit regular substitute lesson plans. Hard copies of emergency lesson plans are due the first week of school and should be submitted to the administrative secretary
 - D. All teachers must submit lesson plans for substitute teachers. These should include: seating charts, rolls, assignments, copies of any needed handouts, the teacher's class schedules, etc. These should be submitted to the Main Office. If the teacher knows in advance that they will be they will be gone, then the lesson plans should be submitted prior to the day of the absence. Office staff will not be available to make copies.

2. Administrative responsibilities.
 - A. See Appendices

3. Activities.
 - A. All activities must be scheduled through the assistant principal a minimum of two weeks in advance.
 - B. Teachers must obtain student/release forms from the Office prior to any activity that takes place away from school.

4. Advisory Time/ Consultation Time.
 - A. Advisory Time is designed for tutoring students.
 - B. In-class Advisory Time.
 1. Teachers should incorporate In-class Advisory Time.
 - C. After-School/Before School Advisory Time
 1. After-School/Before School Advisory Time takes place during Contract Time
 2. Teachers should designate at least one day per week as either Before School or After School Advisory Time.
 3. Teachers should be in their room during Before/After School Advisory Time.
 4. Departments should coordinate Advisory Time, so at least one teacher is available for tutoring before school or after school each day.
 5. Students needing additional help or who have missed assignments/tests should be assigned to attend Before/After School Advisory Time.
 6. Teachers should post Advisory Times outside of their classroom door.

5. Announcements / Intercom Use.

- A. All announcements should be submitted to the Main Office by 8:30 am.
- B. Announcements will be made during the second period of the day. Please refrain from requesting additional announcements during the day.
- C. Twitter/Facebook announcements can be submitted to the front office or student council representative.

6. Apps

- A. All Apps purchased using school funds are owned by the school and not the individual staff member.
- B. All Apps installed on school devices need prior approval from the school technologist and the administration.

7. Assemblies.

- A. All faculty are expected to attend and help supervise assemblies.

8. Associates.

- A. Associates is designed to enhance teacher learning.
- B. Applications to participate in Associates can be obtained from an administrator.

9. Athletic and Extra-curricular Participation.

- A. All coaches and advisors are responsible for knowing and adhering to UHSAA polices and procedures regarding all aspects of their respective programs. <http://www.uhsaa.org/handbook/>
- B. All coaches and advisors are responsible for knowing and enforcing all WHS and ASD policies and procedures with respect to student participation.
- C. Eligibility of students is determined by UHSAA rules, WHS rules, and ASD policies.
- D. Eligible students who were not available to participate in initial try-outs must receive administrative approval for a secondary try-out.
- E. All secondary try-outs must adhere to the same criteria as the initial try-out.
- F. Students qualifying for a team by way of a secondary try-out will be given the same privileges and members who qualified on initial try-outs.
- G. Secondary try-outs will not be granted within one month of a Region Tournament, Inter-region Ply-off, or State Play-off.
 - a. Coaches may end secondary try-outs up to 8 weeks prior to Region Tournaments, Inter-region play-offs, or State play-offs if this policy is stated in their individual sport/activity disclosure.
- H. All disclosures must be submitted to the administration prior to initial try-outs.

10. Attendance.

- A. Accuracy and efficiency are expected. Teachers must take roll and record all attendance for students.
- B. Attendance should be corrected and updated by 3:00 pm each day.
- C. Teachers are responsible for enforcing the school attendance policy with respect to truants, absences, and tardies.

11. Bell Schedule

- A. See Appendices

12. Books / Inventory.

- A. Teachers will keep track of issued books and equipment by assigning students specific numbered books and equipment.
- B. Teachers will assess fines for lost books and equipment.
- C. If a student loses a book, then a replacement should not be issued until a fine has been paid.
- D. An updated inventory of books and equipment is to be maintained by teachers, and be available for review by the administration.

13. Building Access.

- A. Building access should be limited to when a custodian is on duty.
- B. All facilities, including classroom use after regular school hours, must be scheduled through the assistant principal.
- C. The head custodian must be notified by staff members when access to the school is needed beyond regular school hours.
- D. The building alarm system is activated between 12:00 am – 5:00 am. All staff should refrain from accessing the building during these times.

14. Bullying.

- A. All staff are expected to report any bullying issues to the administration and sign the reporting form verifying that the incident was reported.

15. Busses/Transporting students

- A. Parents and Staff cannot transport students to/from school sponsored activities.
- B. Students cannot transport other students to/from school sponsored activities.
- C. All Transportation requests must be made 14 days PRIOR to the planned travel date.
 - 1. Rescheduled activities/games will require 48 hours notice.
 - 2. Violations can result in fines to athletic/club accounts.
- D. All Field Trips require prior administrative approval and must be scheduled on the school calendar.
- E. Changing clothes on the bus should not take place.
 - 1. If there are not locker room facilities at an away event, then minimal changing may take place if the bus is parked and the cameras are off.
- F. Drinks and Food on buses is strongly discouraged.
 - 1. If drinking and eating are permitted by the staff, then the staff member is responsible for any spills.
 - 2. Staff members must inspect the bus/car for cleanliness after each trip.

- G. All staff are responsible for reading, knowing, and adhering to ASD policy with respect to bus/vehicle use.
 - H. A minimum charge of \$50 is assessed for the first 12 miles. There is an additional charge of \$4/mile for every mile after the first 12 miles.
16. Cell Phone Use.
- A. Student cell phones should be off and not visible in academic areas or areas where there is an expectation of privacy (including but not limited to: locker rooms, bathrooms, offices, classrooms, offices, etc.)
 - B. Teachers may grant permission for academic use of cell phones by students in their individual classrooms.
17. Child Abuse or Neglect:
- A. If there is reasonable suspicion that a student is being abused or neglected, then it is the staff's responsibility to notify the appropriate governmental agencies and the administration.
17. Class Assignments (Student Work):
- A. Teachers will provide the opportunity, either before an absence or after an absence for students to make up assignments missed. This includes participation points.
 - B. Writing Across the Curriculum is encouraged.
18. Class Parties/Food
- A. Staff are expected to adhere to the Utah State Department of Health standards with respect to food being brought into classrooms.
 - B. Teachers are expected to be responsible for cleaning of their classrooms after parties and similar activities.
19. Classrooms
- A. Classrooms should be kept clean and orderly. Rooms should be free from unnecessary clutter, potential hazards, and reflect an environment suitable for learning.
 - B. Remodeling of a classroom requires administrative approval. This includes adding or removing desks, tables, chairs, etc.
20. Classroom Supervision:
- A. Do not leave classes unattended.
 - B. Maintain proper control of classes to preserve an environment that is safe and conducive to learning.
 - C. Allow only one student out of class at a time.
 - D. Do not allow students to leave class early.
 - E. Teachers should not give students permission to leave school grounds.

21. Clinic / Sickroom:
 - A. Allow students who claim to be sick to go to the Main Office.
 - B. Another student should accompany any student claiming to be ill.

22. Clubs.
 - A. Only ASD approved clubs may meet on school grounds and have access to school facilities.
 - B. Petitions for new clubs may be obtained in the main office or on-line.
 - C. Faculty advisors are expected to supervise all club activities.

23. Collaboration Time.
 - A. Collaboration Time (PLC Time) is considered Contract Time. It is held every Monday.
 - B. Activities during Collaboration Time will be determined by the PLCs with administrative input. It is not for individual teacher planning or preparation.
 - C. All teachers are expected to attend and participate in Collaboration Time.

24. Communication.
 - A. Staff are expected to check their voice mail daily.
 - B. Staff are expected to check e-mail twice daily (once upon arrival and once before leaving). E-mail will be used as the primary communication between staff and patrons.
 - C. Staff are expected to respond to voice mail and e-mail within 48 hours.

25. Concussion Training:
 - A. Coaches are required to adhere to UHSAA and ASD policy with regard to Concussion Training (ASD Policy 5550)

26. Contract Time:
 - A. Certified Contract time is from 7:15 am – 2:45 pm. Adherence to contract time is expected.
 - B. Staff members should be on school grounds during Contract Time except during lunch periods. Requests for leaving school grounds during contract time may be denied if staff members habitually come late or leave early.
 - C. If a staff member is late, then they should notify the administration.

27. Copy Center:
 - A. Requests from the Copy Center should be made 48 hours in advance.

28. Disclosures:
 - A. A disclosure document should be submitted to parents and the administration and for each course taught (Policy 5156)
 - B. Disclosures should contain the following:
 - a. General philosophy and course outline.
 - b. Class expectations:
 - Late work and make-up work policy.

- Grading and assignment criteria.
- Major projects and due dates.
- c. Class rules and consequences.
 - Consequences for cheating.
 - Consequences for disruptive behavior.
 - Consequences for tardies and truants.
- d. Grading methods.
- e. List of special supplies and costs.
- f. A place for a parent and student signature.

29. Discrimination and Harassment:

- A. All students and employees are entitled to an environment that is free from illegal harassment and discrimination.
- B. Employees who know of violations of District policy are expected to report such conduct to the administration.
- C. Employees are expected to abide by ASD policies 6026 and 4479.

30. District Vehicles:

- A. All employees must have a valid driver's license when operating a District vehicle or their own vehicle when on school business.
- B. Personal use of District vehicles is prohibited. Only District employees may use District vehicles.
- C. All employees must complete an on-line training in order to use District vehicles.

31. District Policy:

- A. District Policy is available on-line. All staff members are responsible for reading, knowing and adhering to District Policy (including Rules and Regulations) including, but not limited to:

- Computer Use Policies 4790, 4490, 4100
- Conflict of Interest Policy 4098.
- Copyright Law Policy 6164
- Excursions 5150
- Fees 5146
- FERPA 5300
- Fundraising 5148
- Instructional Materials used 6161
- Scope of Employment Policy 4042.1
- Student Make-up work 5156
- Updating Grades 4056.2

- B. District Policy is located on the following website: <http://alpineschools.org>

32. Dress Code:

- A. Staff members are expected to dress in a professional manner conducive to their individual assignments and in accordance with District Policy.
- B. Casual wear should not be worn unless approved by the administration.

ASD Policy#4073. Casual wear includes, but is not limited to: t-shirts, sweat shirts, hoodies, flip flops, torn clothing, yoga pants, hats, etc.

C. Staff members are expected to monitor student dress code adherence.

33. Emergency Procedures.

- A. All staff need to be know and adhere to Westlake's emergency procedures.
- B. A copy of the evacuation routes should be readily available in teachers' classrooms.
- C. Emergency Procedures can be found on Westlake's website.
- D. See the Emergency folder for general guidelines

34. Extracurricular Activities:

- A. No meetings, practices, or open gym time are to be held without at least one advisor or coach or an administrative approved adult present.
- B. Money is not to be collected by coaches or advisors.
- C. All advertisements, flyers, or posters require administrative approval prior to posting. These must be removed by the organization after the activity has taken place.
- D. Coaches/advisors are responsible for maintaining a list of students who attend away activities. These should include parent contact phone numbers.
- E. Purchase Orders must be submitted prior to any purchase or placing an order. Any ordering should not be made until a signed P.O. from the administration is received.
- F. Disclosures for activities must be submitted to the assistant principal. These should contain the following:
 - Team/club rules.
 - Consequences for violating team/club rules.
 - Requirements for "lettering", and team/club leadership positions.
 - A place for student and parent signatures.

35. Faculty Fund.

- A. Westlake has a Faculty Fund that allows for payroll deductions.
- B. See Natalie for questions regarding the Faculty Fund.

36. Finances.

A. Accounts.

- 1. All accounts will be live for public view. Please be descriptive on what is being purchased on both purchase cards and purchase orders.
- 2. Staff members are responsible for keeping track of all accounts associated with their programs.
- 3. Requests for disbursements should NOT be made unless there are sufficient funds in the account.
- 4. Misuse of accounts may result in adverse job action.

B. Checks:

- 1. All checks requests require 2 weeks for processing.

2. All requests must be submitted 2 weeks in advance.

C. Fees:

1. All fees must be approved by ASD.
2. All fees must be paid to the financial office. Teachers should not collect money.
3. Students should not be sent to the finance office to pay fees during class time.

D. Legislative Money.

1. Years 1-2 receive \$200
2. Years 4+ receive \$150
3. Part time teachers receive a % based on the % of their contract.
4. Interns receive $\frac{1}{2}$

E. Purchase Cards.

1. Requests for use of office purchase cards should be submitted 3 days in advance.
2. To purchase items, complete a purchase card request and turn it into your department head. It will then be forwarded to the administration. This applies to all purchases except Legislative money.
3. All purchases require a receipt. Failure to obtain a receipt may result in loss of privileges to use purchase cards.
4. Misuse of a purchase card could result in adverse job action.

F. Purchase Orders:

1. All Purchase Orders must be submitted one week in advance to allow for processing.
2. Purchase Orders should be completed in entirety, submitted to department heads, and then forwarded to the administration. This applies to all purchase order except Legislative money.

G. Splitting Purchases

1. Splitting purchases is NOT allowed and is a violation of ASD Policy.

37. Faculty Room

- A. All staff should be respectful of the faculty room area and facility.
- B. Staff members are expected to clean up any mess left by their use.
- C. All food items/containers should be removed each Friday.
- D. Teachers should remove all mail in a timely manner, so that mailboxes do not become cluttered.

38. Failing Notices:

- A. Parents should be notified prior to failing a student and allow enough time for the student to make sufficient progress to pass the class (Policy 4056)
- B. When possible, teachers should obtain a student signature on a failing notice.

39. Fundraisers/Activities

- A. All fundraisers need prior, yearly administrative approval.
- B. All fundraisers must adhere to ASD policy.
- C. There should not be any emoluments/kickbacks or the appearance of any emoluments/kickbacks for any fundraiser or activity.

40. Grades:

- A. Grades are to be updated on Skyward by 5:00 pm each Thursday. At least one assignment should be given, graded, recorded, and returned to students each week. Graded assignments should include helpful feedback.
- B. Semester and Term Grades are to be submitted on time.
- C. Students should not initially be given "F" grades at the beginning of any term with an expectation of "working up" to a passing grade.
- D. There should be no appearance of "buying grades".

41. Grade Changes:

- A. All grade changes require administrative approval.
- B. Grade changes should only be made when there has been an error made by the teacher in calculating a grade or entering a grade.
- C. Grade changes made to allow a student to become eligible for extracurricular activities should not be made.
- D. If a teacher anticipates allowing extra time to complete work (beyond the end of a term), then the teacher should assign the student an "I" grade, not an "F" grade.

42. Hall Passes.

- A. Hall passes should be issued to students who need to leave teachers' classrooms.
- B. Teachers should put their name on Hall Passes.
- C. Only one student should be released from class at any given time, except for emergency situations.

43. Hazardous Fluids:

- A. All staff are required to watch the OSHA Training video located at:
<http://www.alpineschoolsnursesblog.com>
- B. All staff are required to send verification of watching the OSHA Training video to the administration.

44. Hazing:

- A. Hazing includes any act of demeaning or assaultive nature whether or not the act is consensual.
- B. This includes but is not limited to: threats, abusive language, hitting, exposure to the elements, consumption of items, causing mental stress, causing extreme embarrassment, causing fatigue, degrading stunts, personal servitude, coercion, indecency, or initiation rites.

45. Homework:

- A. All homework should be meaningful.
- B. Length of assignments should not exceed an average of 30 minutes per

night.

46. Injuries.

- A. All student injuries should be reported to the office, and parents should be notified on the day of the injury.
- B. Staff injuries should be reported to the administration.
- C. Report form can be obtained in the office.

47. Insurance.

- A. Insurance changes should be submitted to ASD Human resource Department.
- B. There is a 30 day window for new dependents

48. Keys:

- A. Do not lend keys to students or nonemployees.
- B. Do not have unauthorized or duplicate or replacement keys made.
- C. All keys must be registered with the assistant principal.

49. Lane Change Application

- A. Lane change applications are due to the ASD Human Resource Department by the first of each month.

50. Monday Nights.

- A. Late practices, club meetings, banquets and similar activities should not be scheduled for Monday nights.
- B. School activities should end by 6:00 pm.

51. Order and Security:

- A. Do not allow students to leave class without permission.
- B. Close and secure doors behind you.

52. Parent/Teacher Conferences

- A. Teachers should plan on attending Parent/teacher Conferences. Attendance at Open Houses are optional unless the Open House is being used in place of a Parent/Teacher Conference.
- B. Excusal from Parent/Teacher Conferences requires prior administrative approval.
- C. Times and Dates.
 - 1. August 17, 2015 from 4-7 pm Open House (teachers need not attend)
 - 2. August 31 from 5-8 pm. Teachers will be in their rooms.
 - 3. November 18 from 3-6:30 pm. Teachers will be in the auxiliary gyms.
 - 4. February 10 from 3-6:30 pm. Teachers will be in the commons and lunchroom.
 - 5. Teachers will be expected to log an additional hours of parental contact as part of Parent/Teacher Conferences.

- a. Parental contact may be face-to-face conferences, phone contact, or e-mail.
- b. Logs of the contact must include: name of parent contacted, method of contact, date of contact, and length of time.
- c. Logs should be submitted to the administration.

53. Parking

- A. All staff should display the appropriate parking permit and park in appropriate, designated areas (faculty parking areas).
- B. Staff should avoid parking in red-curbed, bus loading zones, student, and visitor parking areas.

54. Phone Use:

- A. Access codes for Long Distance calls can be obtained from Natalie.
- B. All phone calls should be school related.

55. Pornography.

- A. All pornography is strictly prohibited (Policy 6072).
- B. If a staff member accidentally accesses pornography, then it should be immediately reported to the administration.
- C. If a student access pornography, then they should be immediately reported to the administration.

56. Portable Heaters/Candles:

- A. Portable Heaters and candle warmers are not allowed.

57. Professional Development Days.

- A. Attendance of Professional Development Days is required to be paid for these days.
- B. See the ASD calendar for scheduled Professional Development Days.

58. Professionalism and Preparation Periods:

- A. Preparation periods should be used for: preparing classroom lessons and activities, and for grading and recording student work.
- B. Teachers who have agreed to teach during a preparatory period need to make-up an equivalent amount of preparatory time before school or after school.
- C. Teachers should not prevent students from going to their next class period by holding them after class.
- D. Teachers may not excuse a student from another teacher's class.
- E. Staff should not have children or grandchildren, who are not registered at WHS, at school during contract time.
- F. Staff members should avoid all forms of personal communication with students including but not limited to: texting, Facebooking, phone conversations, e-mail, etc.

59. School Meetings and Assigned Duties:

- A. Attendance at meetings is required. If there is a need to miss a meeting, then the administration must be notified. Missing meetings may result in a loss of

- pay.
 - B. Staff should be punctual.
 - C. Staff are expected to fulfill assigned duties. The administration must be notified if arrangements are made to have alternative coverage of assigned duties.
60. Sexual Harassment:
- A. Westlake High School employees need to be familiar with ASD's policy on Sexual Harassment and adhere to the provisions and procedures outlined. (Policy #5158)
61. Special Education/ Student Accommodations/ 504s
- A. Staff members are expected to adhere to IEP and 504 provisions.
 - B. Child Find: All staff are expected to comply with ASD's policy on Child Find and participate in ASD's Child Find Training.
62. Student Discipline:
- A. Students requiring discipline are to be dealt with in a professional manner without undue emotional display.
 - B. Students may not be restrained unless they are in immediate danger of personal injury to themselves or others.
 - C. Staff members are expected to know and follow WHS and District policies and guidelines with respect to interaction with students.
 - D. Staff should refer to the guidelines for student discipline contained in the Appendices of the Faculty Handbook when giving consequences for misbehavior.
63. Students, Cars and Liability.
- A. Staff members should not give rides to students in personal vehicles without proper authorization including: a student waiver of liability, a parent disclaimer, a driver waiver, proof of valid insurance, and written permission from an administrator.
 - B. Students should not be sent on errands off campus.
64. Substitutes.
- A. ASD uses Kelly Services for scheduling substitutes. Teachers are expected to contact Kelly Services to arrange for substitutes if they are going to be absent.
 - B. Kelly Services phone number -
65. Suicides.
- A. All staff are expected to report any suicide concern/threat to the administration and sign the reporting form verifying that the incident was reported.
66. Syllabus
- A. A teachers are expected to post their syllabus on-line.
 - B. A electronic copy should be sent to the administrative secretary and the administrator over the teacher's department by Sept 4.

67. Teacher Assistants:

- A. All T.A.s must be approved by the administration.
- B. Teachers may not have more than one T.A. per semester without administrative approval.
- C. Teachers may not have a T.A. during a preparation period without administrative approval.
- D. T.A.'s will be graded as "P"/"F" and will be held to all school standards.
 - a. Tardies and absences must be kept for a T.A.
 - b. A T.A. may not leave campus.
 - c. If the teacher does not have work for a T.A. to do, then the T.A. must remain in the classroom and use the time as a study hall.
 - d. A T.A. may not access a teacher computer or record book.

68. Teacher Evaluations:

- A. Provisional Staff will be evaluated twice each year.
- B. Non-provisional staff will be evaluated at least once each year according to ASD's rotational schedule.
- C. Evaluations consist of formal observations, professional development, SLO's, student growth, stakeholder feedback, compliance with ASD policy, adherence to Westlake rules, and adherence to Utah State professional standards.
- D. Formal observations may take place anytime after the 15 contract days.
- E. SLO's and Stakeholder feedback are part of teacher evaluations for all teachers every year in accordance with Utah State Statute.

69. Testing.

- A. All staff members are required to abide by the standards of Ethics of Testing as outlined by USOE and ASD.
- B. Teachers may not reward students for participating in SAGE testing in accordance with SB 204 S2.

70. Transparency

- A. All staff are required to know and abide by ASD's STP policy and procedures.
- B. A copy of the STP can be found on ASD website and typing "Transparency Packet.pdf" as a search.

71. Videos, DVDs, and Other Media:

- A. Videos, DVDs, and other media should be used as curriculum supplements or to enhance student learning. They should not be used for entertainment purposes.
- B. The following applies when showing any form of media:
 - a. May show "G" rated productions or their equivalent.
 - b. May show "PG" rated productions or their equivalent with written parental consent.
 - c. May not show "PG-13", "R", or any production equivalent or of lesser standard of decency as determined by the community.
- C. Only media approved by the USOE should be used.
- D. Only school owned or District owned media may be used. Personal copies (either owned by students or staff) may not be shown or used.

E. All media should be previewed for content prior to use in a classroom.

72. Work Orders for Custodial Care or Technology:

A. All requests for custodial care or technology must be submitted via e-mail to the appropriate person and the administration.

Appendix

- I. Administrative Assignments
- II. Bell Schedule
- III. Discipline of Students
 - A. General Practices
 - B. Guidelines for Referrals
 - B. Fights

Discipline Practices

Students are expected to show respect for Staff members, building facilities, and each other. Students should:

1. Be on time to class and be prepared with the proper materials to participate.
2. Respect other's personal space.
3. Follow teachers' instructions the 1st time .
4. Be on task.

If students behave in a manner that prevents them or others from learning, then the school must take action. The action varies depending on the degree and frequency of the offense. In most instances, the individual classroom teacher handles discipline. The following is a general guideline:

1. Warning.
2. Conference between the student and the teacher.
3. Conference between the teacher, the student, and a parent. This may be a phone call home.
4. Referral to the administration for disciplinary action.

Staff members should:

1. Avoid using comments such as:
 - "You will never return to(this class, school, etc.)"
 - "I'll have you suspended or kicked out of(this class, school, football, etc.)"
2. Consider the student's disability in responding to their behavior. Make sure that all provisions of an IEP or 504 are followed.
3. Avoid using threats or any physical contact with a student. Reasonable restraint may be used if there is an immediate threat of injury.
4. Refrain from withholding schoolwork or homework assignments as punishment (except in the case of truancy).
5. Refrain from lowering a grade to "get even".
6. Refrain from using negative or slanderous comments about the student or their family.

Due Process:

1. Students must be afforded Due Process. This includes:
 - Providing students with a reasonable opportunity to know the expectations and rules. This could include: posted rules in the classroom, disclosure statements, etc.

- Informing students of the specific charges or allegations against them, and providing them an opportunity to explain what occurred, as they perceive it.

Suggested Guidelines for Student Referrals

<u>Problem</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
General rowdy behavior	Staff Discipline	Staff Discipline	Referral to Admin.
Disrespectful behavior	Staff Discipline	Staff Discipline	Referral to Admin.
Wearing hats, sagging, or minor dress code infraction	Staff Discipline	Staff Discipline	Referral to Admin.
Inappropriate display of affection	Staff Discipline	Staff Discipline	Referral to Admin.
Obscene or vulgar language or gestures to a student	Staff Discipline	Staff Discipline	Referral to Admin.
Disruptive devices (I-pods, cards, electronic games, etc.)	Staff Discipline	Staff Discipline	Referral to Admin.
Tardies or failure to work in class	Staff Discipline	Staff Discipline	Referral to Admin.
Obscene or vulgar language or gesture toward staff	Referral to Admin.		
Truancy	Referral to Admin.		
Vandalism	Referral to Admin.		
Theft	Referral to Admin.		
Assault/Fighting	Referral to Admin.		
Gang Affiliation	Referral to Admin.		
Possession or distribution Of tobacco, alcohol, or drugs (including medication)	Referral to Admin.		
Possession of any potentially dangerous device (lighters, knives, guns, etc.)	Referral to Admin.		
Throwing things that could be dangerous or disruptive (snowballs, water balloons, etc)	Referral to Admin.		
Major violations of the dress Code (require the student to	Referral to Admin.		

change their clothing to be in compliance)

Cell phone violation Referral to Admin.

Computer policy violation Referral to Admin.

Student Fights and Confrontation with Weapons

A. Student Fights Without Weapons:

1. Use short, clear commands. Use the students' names if known.
2. Be firm and loud.
3. Identify yourself.
4. Send another student to the office for help.
5. Separate combatants. A verbal command is usually sufficient. If students ignore a verbal command, then physical restraint may be necessary.
6. Disperse the crowd, but take note of potential witnesses.
7. Check for potentially harmful objects or injuries.

B. Student Fights with Weapons:

1. Use short clear and firm commands.
2. Send for assistance.
3. Look for a victim.
4. Disperse the crowd, but look for potential witnesses.
5. Confiscate the weapon ONLY if you are NOT being threatened.
6. If you are threatened, then:
 - a. Remain calm.
 - b. Use slow deliberate movements.
 - c. Gain distance between you and the assailant.
 - Using slow, deliberate movements, take 3 steps back while turning your body sideways.
 - Slowly raise your hands so that they are in the middle of your body.
 - d. Inform the assailant that you are clearing the area.
 - e. Never lunge toward or chase an assailant.
 - f. Offer options.
 - g. Comply with demands that do not jeopardize other individuals.
 - h. These techniques should be used in order. However, the situation may dictate a change. Primary concern should always be safety: student safety and your safety.

