



Rapid City Area Schools

High School Discipline Matrix

Version 7.0

5/6/2025

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An Overview of the RCAS Discipline Matrix

The intent of the Discipline Matrix is to support students and help them to understand the importance of contributing to a positive school community. Rapid City Schools administration values parent and guardian involvement in supporting students throughout the educational process, and when students are found to be in violation of the Discipline Matrix, contact will be made with parents or guardians. Rapid City Area Schools has taken steps to revise the Discipline Matrix to reduce the punitive nature of consequences and create an approach that allows for students to remain in school and learn from their mistakes when possible and appropriate. The approach to addressing student discipline issues within the Discipline Matrix will allow for administrators to utilize the existing Positive Behavior Intervention and Supports (PBIS) framework and provide restorative practices rather than punitive measures in many student misconduct instances. While the overall approach is restorative, instances exist that require disciplinary actions that will be consequence-based when serious offenses occur regarding student safety and when students engage in illegal activity. Throughout the 2019-20 school year, additional restorative practices were explored and added to the Discipline Matrix in support of providing students with opportunities to learn and contribute positively to the school climate.

Administrator Disclaimer and Instructions:

The matrix is a menu of options for the administrator to use as a guide to administer appropriate actions according to an incident. Administrators are encouraged to use their professional discretion to look at the incident and circumstances of the incident to decide which actions meet the needs of the situation. The options prescribed for each violation are only a menu of options in which the administrator can select one, some or all according to what the situation calls for. In rare circumstances the consequences may be escalated due to extenuating circumstances.

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances. Administrators can escalate the consequences if a student's behavior is in the same behavior family and if the circumstances are severe enough to warrant escalation. If the administrator deviates from the prescribed menu of options, the administrator **MUST** note the reasons for the deviation in Skyward.

If a student's behavior is becoming concerning refer to the Behavior Rtl Matrix to consider supports.

RCAS Discipline Matrix

Terminology & Administrative Practices

Abeyance: A probationary period applied to a suspension in lieu of actual days of suspension. If a student fails to meet the behavioral expectations during the abeyance period, the administrator may revoke the abeyance and the student will be physically out of school for the remainder of the days. This generally does not apply to students in Special Education programs.

Behavior Family: Categories of behaviors that are grouped together within the Discipline Matrix.

Class: Level of severity of infractions. Infraction classes range from Class 1 (minor) to Class 6 (severe).

Consequence: When interventions and restorative practices are not successful, more punitive consequences are also possible for addressing student misconduct.

Escalation/De-escalation of Consequences: There are situations and circumstances that would warrant an escalation or de-escalation of consequences due to the aggravating or mitigating details involved in the incident. Building Administration will make this call with consultation with District Administration and note any aggravating or mitigating factors in the Action notes.

Expulsion for One Calendar Year: Students expelled for one calendar year may only return to school before the time is served IF the Superintendent reduces or rescinds the term of the expulsion. One Calendar year is 365 days from the date of suspension. (i.e. if a student is suspended 4/22/2021, he/she they may not return to school until 4/23/2022).

Infraction: Defined violations within the Discipline Matrix.

Intervention/Minimum Consequences: When possible, each occurrence of a violation offers options for school personnel, in ascending order (from restorative to consequential) to occur.

ISS: In School Suspension.

LTSR: Long-Term Suspension Room: Located at Rapid City High School, students who are physically suspended out of school for more than 10 days are offered the opportunity and provided services during their suspension. The room is voluntary, and students are not forced to attend the LTSR.

OSS: Out of School Suspension

PFAA: Packet for Administrative Action: This term is used when a student is considered for suspension of more than 10 days or the infraction requires documentation for reporting purposes.

PFAA 45/90: Packet for Administrative Action with Suspension of 45/90 days: This term is used when a student is considered for suspension of more than 10 days with recommendation of further suspension of 45/90 days. District Administration reserves the right to make any reductions and adjustments to this period of suspension. An example would be: 10 day out of school suspension with 35/80 days held in abeyance.

Reassignment: A referral for reassignment of a student to Rapid City Academies because of the student's habitual misbehavior may be made by the building administration. Students will be afforded the opportunity to earn their reintegration back into their traditional setting.

Violation: When a student chooses to not follow the rules/expectations in the discipline matrix. Repeated violations result in additional interventions and consequences. Repeated violations occurring more than three (3) times are considered to be habitual in nature.

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Academics	3	Scholastic Dishonesty	<ul style="list-style-type: none"> Refer to Restorative Menu Redo assignment for credit (teacher discretion) Zero credit 	<ul style="list-style-type: none"> Refer to Restorative Menu Redo assignment for credit (teacher discretion) Zero credit ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Redo assignment for credit (teacher discretion) Zero credit ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Redo assignment for credit (teacher discretion) Zero credit OSS (3-5 days) OSS (10 days) PFAA 45 (more than 4)
Attendance	1	Tardy	<ul style="list-style-type: none"> Refer to Restorative Menu 	<ul style="list-style-type: none"> Refer to Restorative Menu 	<ul style="list-style-type: none"> Refer to Restorative Menu 	<ul style="list-style-type: none"> Refer to Restorative Menu
	1	ID Violation	<ul style="list-style-type: none"> 1st warning 	<ul style="list-style-type: none"> 2nd warning 	<ul style="list-style-type: none"> 3rd warning 	<ul style="list-style-type: none"> Make up Time
	1	Lunch Violation	<ul style="list-style-type: none"> Make up Time 	<ul style="list-style-type: none"> Make up Time 	<ul style="list-style-type: none"> Make up Time 	<ul style="list-style-type: none"> Detention (1-5 hr)
	2	Closed Campus Violation	<ul style="list-style-type: none"> Refer to Restorative Menu 1-hour detention 	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (1-4 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (5 days) More than 4 infractions of may result in OSS
	2	Skippping Class	<ul style="list-style-type: none"> Refer to Restorative Menu Make up time Detention (1-5 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu Make up time Detention (1-5 hr) ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Make up time Detention (1-5 hr) ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Make up time Detention (1-5 hr) ISS (5-10 days)
	3	Elopement (Minor)	<ul style="list-style-type: none"> Refer to Restorative Menu Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (3-5 days) OSS (10 days) PFAA 45 (More than 4)
	4	Elopement (Major)	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45
		Truancy	<ul style="list-style-type: none"> Refer to Restorative Menu Follow district truancy procedure 			

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Bullying/Harassment	1	Teasing	<ul style="list-style-type: none"> Refer to Restorative Menu 1st warning 	<ul style="list-style-type: none"> Refer to Restorative Menu 2nd warning 	<ul style="list-style-type: none"> Refer to Restorative Menu 3rd warning 	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (1-4 hr) 4 or more infractions consider bullying/harassment for consequences
	3	Harassment (General)	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45 (more than 4)
	4	Bullying: (See Policy JGC)	<ul style="list-style-type: none"> Refer to Restorative Menu Removal of school technology rights Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Removal of school technology rights Referral to Law Enforcement OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Removal of school technology rights Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Removal of school technology rights Referral to Law Enforcement OSS (10 days) PFAA 45
	4	Cyber Bullying				
	4	Harassment (race, gender, disability, etc.): (See Policies AC and JFC)				
	4	Hazing	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45
	5	Retaliation	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 90 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement STAR Protocol Immediate suspension with referral for one calendar year expulsion by BOE
Disrespect & Disobedience	1	Offensive Language/Gesture: (Minor) No victim	<ul style="list-style-type: none"> Refer to Restorative Menu 1st warning 	<ul style="list-style-type: none"> Refer to Restorative Menu 2nd warning 	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (1-5 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (1-5 hr)
	2	Gambling	<ul style="list-style-type: none"> Refer to Restorative Menu 1st Warning 1-hour detention 	<ul style="list-style-type: none"> Refer to Restorative Menu 2nd Warning Detention (1-4 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu 3rd Warning ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (5 days) More than 4 Offenses may result in OSS
	2	Nonparticipation	<ul style="list-style-type: none"> Refer to Restorative Menu 1st Warning 1-hour detention 	<ul style="list-style-type: none"> Refer to Restorative Menu 2nd Warning Detention (1-4 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu 3rd Warning ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (5 days) More than 4 Offenses may result in OSS
	2	Detention Violation				
	2	Disobedience				
	2	Misrepresentation				

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Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Disrespect & Disobedience	3	Offensive Language/Gesture (Major) w/ Victim.	<ul style="list-style-type: none"> Refer to Restorative Menu Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (3-5 days) OSS (10 days) PFAA 45 (More than 4)
	3	Dishonesty to Staff				
	3	Disrespectful, Rude Behavior				
	3	Insubordination				
	3	Offensive Language Directed at Staff	<ul style="list-style-type: none"> Refer to Restorative Menu ISS/OSS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS/OSS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS/OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (5-10 days) PFAA 45 (More than 4)
	4	False Reporting	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (10 days) PFAA 45
Disruption	2	Nuisance Objects	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (1-2 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (2-3 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu Detention (3-5 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (1-3 days)
	2	Loitering	<ul style="list-style-type: none"> Refer to Restorative Menu 1st Warning 	<ul style="list-style-type: none"> Refer to Restorative Menu 2nd Warning Detention (1-5 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu 3rd Warning ISS (1-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (3-5 days)
	2	Disruption (General)	<ul style="list-style-type: none"> Refer to Restorative Menu 1st Warning 1 hr Detention 	<ul style="list-style-type: none"> Refer to Restorative Menu 2nd Warning Detention (1-4 hr) 	<ul style="list-style-type: none"> Refer to Restorative Menu 3rd Warning ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (5 days) More than 4 Offenses may result in OSS
	3	Disruption of Class	<ul style="list-style-type: none"> Refer to Restorative Menu Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (3-5 days) OSS (10 days) PFAA 45 (More than 4)
	4	Disruption of School	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45
	5	False Emergency	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 90 	<ul style="list-style-type: none"> Recommend expulsion for one calendar year

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Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Dress Code	1	Dress & Grooming/Inappropriate Dress	<ul style="list-style-type: none"> Refer to Restorative Menu Change clothes 1st warning 	<ul style="list-style-type: none"> Refer to Restorative Menu Change clothes 2nd warning 	<ul style="list-style-type: none"> Refer to Restorative Menu Change clothes 3rd warning 	<ul style="list-style-type: none"> Refer to Restorative Menu Change Clothes Detention (1-5 hr) <i>Consider Insubordination for 4 or more infractions</i>
Electronic Devices	2	Cell Phones/Electronic Devices	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to District Technology Policy Confiscate (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to District Technology Policy Confiscate (3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to District Technology Policy Confiscate (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to District Technology Policy Confiscate (remainder of year)
	3	Technology Misuse (Policy JFCK Section 1)	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege ISS (3-5 days) OSS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege OSS (3-5 days) OSS (10 days) PFAA 45 (More than 4)
	4	Technology Misuse (Policy JFCK Section 2)	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege ISS/OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege ISS/OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege OSS (10 days) PFAA 45
	5	Cyberattack	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege Referral to Law Enforcement OSS (5-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege Referral to Law Enforcement OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Privilege Referral to Law Enforcement OSS (10 days) PFAA 90 	
Gang Activity	3	Gang Activity (Nonthreatening)	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement Detention/ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement ISS (2-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement ISS (3-5 days) OSS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) OSS (10 days) PFAA 45 (more than 4)
	5	Gang Activity (Threatening)	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 90 	

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Illegal Activities	4	Weapons-Minor	<ul style="list-style-type: none">Refer to Restorative MenuRecord warn (self-report only)Weapon ConfiscatedReferral to Law EnforcementISS (1-5 days)	<ul style="list-style-type: none">Refer to Restorative MenuWeapon ConfiscatedReferral to Law EnforcementISS (5-10 days)PFAA 45	<ul style="list-style-type: none">Refer to Weapons Major	
		MUST be recorded thoroughly in Skyward				
	4	Disorderly Conduct	<ul style="list-style-type: none">Refer to Restorative MenuLoss of PrivilegeOSS (3-5 days)	<ul style="list-style-type: none">Refer to Restorative MenuLoss of PrivilegeOSS (5 days)	<ul style="list-style-type: none">Refer to Restorative MenuLoss of PrivilegeOSS (6-10 days)	<ul style="list-style-type: none">Refer to Restorative MenuLoss of PrivilegeOSS (10 days)PFAA 45
	6	Bomb Threat	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementSTAR ProtocolOSS (10 days)PFAA 45	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementSTAR ProtocolOSS (10 days)PFAA 90		
	6	Explosives				
	6	Arson - There must be an arrest.				
	6	Weapons Major				
	6	Engaging in Illegal Activities	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementSTAR ProtocolOSS (10 days)PFAA 45	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementSTAR ProtocolOSS (10 days)PFAA 90		
		7	Firearms	<ul style="list-style-type: none">Referral to Law EnforcementSTAR ProtocolImmediate suspension with referral for one calendar year expulsion by BOE		
Property Infractions	3	Minor Vandalism	<ul style="list-style-type: none">Refer to Restorative MenuDetention/ISS (1 day)	<ul style="list-style-type: none">Refer to Restorative MenuISS (1-3 days)	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementISS (3-5 days)	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementOSS (3-5 days)OSS (10 days)PFAA 45 (more than 4)
	4	Major Vandalism	<ul style="list-style-type: none">Refer to Restorative Menu	<ul style="list-style-type: none">Refer to Restorative Menu	<ul style="list-style-type: none">Refer to Restorative Menu	<ul style="list-style-type: none">Refer to Restorative Menu
	4	Theft *if item is less than \$50 in value refer to Class 3 consequences.	<ul style="list-style-type: none">Referral to Law EnforcementOSS (3-5 days)	<ul style="list-style-type: none">Referral to Law EnforcementOSS (5 days)	<ul style="list-style-type: none">Referral to Law EnforcementOSS (6-10 days)	<ul style="list-style-type: none">Referral to Law EnforcementOSS (10 days)PFAA 45

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Property Infractions (Cont)	4	Trespassing	<ul style="list-style-type: none"> Refer to Restorative Menu Notice of Trespass Referral to Law Enforcement 	<ul style="list-style-type: none"> Refer to Restorative Menu Notice of Trespass Referral to Law Enforcement OSS (10 days) PFAA 45 		
	2	Impairment	<ul style="list-style-type: none"> Refer to Outside Agency Change of Clothes OSS Remainder of the day 			
Tobacco, Alcohol, and Drugs	3	Tobacco (cigarette, vape pen) (See Policy JFCHA)	<ul style="list-style-type: none"> Refer to Restorative Menu Confiscate Item - SRO (If cannabinoids reference Drugs, Alcohol, Inhalants, Chemicals Infraction) Refer to Law Enforcement ISS (3 days) Reduced to 1 day if meet w/ Lifeways 	<ul style="list-style-type: none"> Confiscate Item - SRO (If cannabinoids reference Drugs, Alcohol, Inhalants, Chemicals Infraction) Refer to Law Enforcement ISS (3 days) 	<ul style="list-style-type: none"> Confiscate Item - SRO (If cannabinoids reference Drugs, Alcohol, Inhalants, Chemicals Infraction) Refer to Law Enforcement ISS (5 days) 	<ul style="list-style-type: none"> Confiscate Item - SRO (If cannabinoids reference Drugs, Alcohol, Inhalants, Chemicals Infraction) Refer to Law Enforcement OSS (3-5 days) OSS (10 days) PFAA 45 (more than 4)
	5	Drugs, Alcohol, Inhalants, Chemicals (Includes Smokable CBD)	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to Law Enforcement Loss of Privilege OSS (10 days) reduced to 5 days if student participates in drug/alcohol assessment and agrees to contract terms. 	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to Law Enforcement Loss of Privilege OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Refer to Law Enforcement Loss of Privilege OSS (10 days) PFAA 90 	
	5	Drugs, Alcohol, Inhalants, Chemicals (Distribution) (See Policy JFCHA)	<ul style="list-style-type: none"> OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> OSS (10 days) PFAA 90 	<ul style="list-style-type: none"> Recommend Expulsion for Remainder of School Year 	
	3	Pornographic Materials:	<ul style="list-style-type: none"> Refer to Restorative Menu Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Technology ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Technology ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of Technology OSS (3-5 days) OSS (10 days) PFAA 45 (more than 4)
Sexual Misconduct	3	Explicit Behavior				
	3					

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Sexual Misconduct (Continued) Title IX Policy Link	4	Exposure	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days)
	4	Sexual Harassment:	Sexual Harassment: <ul style="list-style-type: none"> Initiate Title IX Policy 	Sexual Harassment: <ul style="list-style-type: none"> Initiate Title IX Policy 	Sexual Harassment: <ul style="list-style-type: none"> Initiate Title IX Policy 	<ul style="list-style-type: none"> PFAA 45 Sexual Harassment: Initiate Title IX Policy
	6	Sexual Misconduct	<ul style="list-style-type: none"> Refer to Restorative Menu Loss of technology use Referral to Law Enforcement Immediate Suspension with PFAA for 90 days Consider Mitigating and Aggravating Factors for Unique Situations Within this Infraction Initiate Title IX Policy 			
	6	Sexual Violence	<ul style="list-style-type: none"> Referral to Law Enforcement Immediate suspension with referral for one calendar year expulsion by BOE Initiate Title IX Policy 			
Verbal and Physical Altercations	3	Pushing, Shoving Scuffling	<ul style="list-style-type: none"> Refer to Restorative Menu Detention/ISS (1 day) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (1-3 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu ISS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu OSS (3-5 days) OSS (10 days) PFAA 45 (more than 4)
	3	Verbal Abuse				
	3	Verbal Altercation				
	3	Physical Injury-Staff (Minor)				
	4	Instigating	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (1-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45
	4	Intimidation/Threat				
	4	Unsafe Act				
	4	Physical Injury-Student				
	4	Fighting	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (3-5 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (6-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) / PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) / PFAA 90
	5	Intimidation/Threat-Staff	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (5-10 days) 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 45 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement OSS (10 days) PFAA 90 	<ul style="list-style-type: none"> Refer to Restorative Menu Referral to Law Enforcement STAR Protocol Immediate suspension with referral for one calendar year expulsion by BOE

Administration will address any offense not specifically listed and reserves the right to alter any disciplinary action based on extenuating circumstances.

Behavior	Class	Infraction Definition	Interventions/Consequences Menu			
			1st Violation	2nd Violation	3rd Violation	4 or more offenses
Verbal Physical Alt (Continued)	5	Simple Assault	<ul style="list-style-type: none">Referral to Law EnforcementOSS (5-10 days)	<ul style="list-style-type: none">Referral to Law EnforcementOSS (10 days)PFAA 45	<ul style="list-style-type: none">Referral to Law EnforcementOSS (10 days)PFAA 90	
	5	Physical Injury-Staff (MAJOR)	<ul style="list-style-type: none">Refer to Restorative MenuReferral to Law EnforcementOSS (10 days)PFAA 45	<ul style="list-style-type: none">Referral to Law EnforcementSTAR ProtocolImmediate suspension with referral for one calendar year expulsion by BOE		
	6	Endangerment of Others	<ul style="list-style-type: none">Referral to Law EnforcementSTAR ProtocolImmediate suspension with PFAA for 90 days			
	6	Aggravated Assault				
Vehicle Infractions	2	Parking Lot Violations - School Rules	<ul style="list-style-type: none">Refer to Restorative MenuMay be referred to Law Enforcement	<ul style="list-style-type: none">Refer to Restorative MenuMay be referred to Law Enforcement	<ul style="list-style-type: none">Refer to Restorative MenuMay be referred to Law Enforcement	<ul style="list-style-type: none">Refer to Restorative MenuMay be referred to Law Enforcement
	3	Parking Lot Violations – Laws	<ul style="list-style-type: none">Detention/Restrictions	<ul style="list-style-type: none">Detention (1-4 hrs)	<ul style="list-style-type: none">ISS (1-3 days)OSS (1-3 days)	<ul style="list-style-type: none">ISS (5 days)More than 4 infractions may result in loss of driving privileges on campus
Unique Situations		Unique Situations	<ul style="list-style-type: none">Refer to Restorative MenuVaries on case-by-case basisMay be referred to Law EnforcementSTAR Protocol if applicable			
	3	Repeated Minor	<ul style="list-style-type: none">Use of reasonable graduated consequences that are appropriate to the offense and are developmental/ culturally responsive			
	4	ISS Violation	<ul style="list-style-type: none">Administrators will be allowed to revert some or all of the remaining ISS to OSS			
Additional Infractions	<p>Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.</p> <p>Activity (Participation) Rules: Many extracurricular are sanctioned by the South Dakota High School Activities Association. The District’s Activity Rules apply for a Class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are in addition to the above listed consequences. See Policy JJAA/JJAA-R</p> <p>Transportation/Bus Conduct Behavior: While on district-provided transportation (including, but not limited to a bus or cab), students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may include suspension of riding privileges. See Policy EEAEC.</p> <p>Infractions off school grounds: Activities that occur outside of the school environment but disturb the school environment are subject to the consequences listed in this matrix.</p> <p>Other campuses: Any violation committed by a student on another campus within RCAS shall be subject to the same consequences in the same manner as if the violation had been committed at the student’s assigned school.</p>					

Restorative Practice Menu:

The menu is NOT in any order, it is a menu of options please select the most appropriate option(s). Administrators will have the discretion to assign restorative practices, according to the circumstances of the incident, whether it is a first, second, or third offense, and ensure that they are developmentally/culturally responsive. Administrators, please be sure to record your selection(s) in Skyward.

Record Warning	Make Amends	Referral to Counselor/Social Worker
Apology	Make Up Time	Refer to Health Professional
Student Conference	Redo Assignment for Credit	Refer to Outside Agency (i.e. Lifeways)
Parent Contact	Reflection Form	
Parent Conference	Conflict Resolution	Reassignment Referral
Parent/Student Conference	Success Plan	Educational Project/Presentation
Student Contract	Plan of Action	Event Based Consequence
Refocus Time	Community Service	
Give 'em Five	Restitution	Behavior Academies:
	Restorative Conference (w/victim's permission)	Check-In Check-Out Academy
		Civility Academy
		Emotional Regulation Academy
		Hands-Off Academy
		Motivation Academy
		Organizational Skills Academy
		Social Skills Academy
		Upstander Academy

Definitions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Alcohol or Chemical, Possession or Use/Ingestion: Possession, distribution, or use of any alcohol, inhalant, narcotic, controlled substance or drug paraphernalia where possession or use is prohibited by South Dakota or federal law. Further recommendations such as possible chemical assessment may also be required.

Apology: Asking a student to convey genuine remorse for his/her behaviors that caused an offense towards another.

Arson: Setting a fire on/in school property; to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device. **There must be an arrest.**

Assault, Aggravated: Physical attack/harm; actual and intentional striking of or violence directed toward another person against his or her will; intentionally causing bodily harm to an individual. Fourth degree physical altercation.

Assault, Simple: Attempting to cause bodily injury to another, or recklessly causing such injury. Third degree physical altercation.

Bomb Threat: Intentionally making, publishing or conveying in any manner a bomb threat pertaining to a school location.

Bullying: Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

1. Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
2. Substantially interferes with a student's educational performance; or
3. Substantially disrupts the orderly operation of a school.
4. Includes retaliation against a student for asserting or alleging an act of bullying.

Bullying, Cyber: Cyber bullying or use of electronic communication including, but not limited to, transmission of information over the internet or other forms of electronic communications including, but not limited to, computers, tablets and cell phones will not be tolerated. This would include, but not be limited to, harassing teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and/or hurtful emails, instant messages, text messages, picture or images, or website postings, including blogs.

Bus Conduct: Bus conduct will be as follows:

- A. Students will obey instructions given by the driver, assist the driver in keeping the inside of the bus clean and enter and leave the bus in an orderly manner.
- B. Non-acceptable behavior includes moving about in the bus while it is in motion, throwing of objects, within or out of the bus, pushing, yelling, and stomping of feet or abusive language. Opening or closing of windows without driver's permission and extending head or arms out the window will not be allowed.
- C. Non-acceptable carry-on items: Food or drink other than lunches, glass objects, animals, sharp instruments and large musical instruments which present a potential safety hazard. See district code EEACC. Consequences per school bus incident report.

Cell Phones/Electronic Devices: Electronic communication devices, including cell phones, may be used in common areas as authorized by administration and in classrooms as authorized by the classroom teacher. *Refer to District Technology Policy

Change Clothes: When a student does not meet the dress code they will be asked to cover or alter the current clothing that is not meeting expectations. The student will be offered the opportunity to remedy the situation for the remainder of the school day. Schools may have available clothes to assist in this situation.

Check-In Check-Out Academy: Designed for students struggling with repeated minor classroom misbehaviors.

Civility Academy: Designed for students struggling to maintain civil discourse with other peers or adults who may have a different point of view.

Closed Campus/Closed Lunch Violation: Any ninth grade or below student out of the school building without authorization.

Community Service: Students may be asked to participate in an activity to remedy an offense (i.e. vandalism) or an activity that benefits the educational community. Prior to any community service, parents must agree to the plan.

Confiscate Item: In certain circumstances the incident involves an item. In these cases, it is appropriate to confiscate these items for a period of time. These periods of time can often be graduated. Parent permission will be needed to keep personal items like cell phones overnight and the item must be in a secured location. If the item is confiscated for a period of time but not kept overnight, the student will surrender the item at the start of the day, and it will be returned at the end of the day.

Cyberattack: Any attempt to expose, alter, disable, destroy, steal or gain information through unauthorized access to or make unauthorized use of an asset.

DDoS Attack: a denial-of-service attack (DoS attack) is a cyber-attack in which the perpetrator seeks to make a machine or network resource unavailable to its intended users by temporarily or indefinitely disrupting services of a host connected to the Internet. Denial of service is typically accomplished by flooding the targeted machine or resource with superfluous requests in an attempt to overload systems and prevent some or all legitimate requests from being fulfilled. In a distributed denial-of-service attack (DDoS attack), the incoming traffic flooding the victim originates from many different sources. This effectively makes it impossible to stop the attack simply by blocking a single source. A DoS or DDoS attack is analogous to a group of people crowding the entry door of a shop, making it hard for legitimate customers to enter, thus disrupting trade. This attack is often considered illegal in nature.

Detention: Detaining a student during recess, lunch, after school, or other applicable times in order to provide an opportunity for reflection and redirection. (i.e. Lunch detention or after school detention). In many cases schools use Detention for a reteaching/relearning opportunity.

Detention Violation: Failure to successfully complete assigned detention.

Disobedience: Is a student who when requested to cease an inappropriate behavior refuse to comply with initial redirections.

Dishonesty to Staff: Untrue communication with staff. (False Call)

Disorderly Conduct: Any act which substantially disrupts the orderly conduct of a school function or the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. **There must be an arrest.**

Disrespectful/Rude Behavior: Communication or actions that demonstrate a lack of respect or courtesy toward an individual.

Disruption (General): A student who conduct themselves in such a manner as to disrupt the educational setting and impede normal operations. (Incidents 1-3 managed and documented by classroom teacher)

Disruption of Class: Students who conduct themselves in such a manner as to disrupt the educational setting and process of a classroom and impede the learning of themselves and other students, and when requested to cease such behavior are disobedient and continue such behavior.

Disruption of School: Students who conduct themselves in such a manner as to disrupt the educational setting and process and impede learning beyond the classroom and into other parts of the school.

Dress & Grooming/Inappropriate Dress: Dress and grooming on a school location in the following manner is prohibited:

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise alcohol, chemicals, tobacco or any product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or disruptive.
 - Students are expected to wear shirts, pants, dresses, skirts, shorts, sweatpants, or leggings that do not inappropriately expose undergarments or the body.
- Wearing any headgear or trench coats in the building during the school day without permission from the school administration.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others: chains and spikes that have the potential to be used to harm others.
- Shoes are required by state law.

Drugs, Alcohol, Inhalants, Chemicals: Possession, distribution, or use of any alcohol, inhalant, controlled substance, prescription and nonprescription use for the purposes of intoxication or drug paraphernalia where possession or use is prohibited by Policy **JFCHA**, South Dakota or federal law. Further recommendations, such as possible chemical assessment may also be required. **(Includes Smokable CBD and THC vapes)**

ISS may be an **option if circumstances warrant but no student will remain at school if intoxicated or significantly impaired from drug use.*

Drugs, Alcohol, Inhalants, Chemicals (Distribution): Distributing or possessing an amount that suggests distribution

E-Cigarettes/Vapor Pen: According to the FDA, electronic cigarettes, or e-cigarettes, are devices that allow users to inhale a vapor that may contain nicotine or other substances possibly including illicit drugs. The use of e-cigarettes or vapor pens by students in school or school-approved vehicles, or at any school-related event is strictly prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be dealt with according to the discipline matrix for the material found in the e-cigarette/vapor pen, i.e., nicotine, drugs, or any other substance used as an inhalant in accordance with due process up to and including expulsion from school. When required by State Law or Board Policy, the District will also notify law enforcement officials. These pens will not be returned to the student or family if confiscated.

Elopement (Minor): When a student leaves school property without permission from school staff. This includes walking or running away during instruction or leaving campus without being signed out by a parent or guardian.

Elopement (Major): When a student leaves school property without permission from school staff to avoid potential discipline or investigation of an allegation.

Emergencies, False: Intentionally giving a false alarm of any nature. This includes tampering or interfering with any alarm. This includes fire alarms, all 911 calls, or other false emergencies.

Emotional Regulation Academy: Designed for students struggling with emotions impacting learning (i.e. shutdowns, eloping, emotional outbursts).

Endangerment of Others: Threats or acts that cause emergency procedures to be implemented for the building and may cause a STAR Protocol to be invoked. Any situation that poses an immediate risk to health, life, property, or the environment, and the “emergency procedures” of the crisis plan are invoked.

- **Emergency Procedures:** Procedures in which cause emergency personnel such as fire & rescue, EMTs, and/or police to respond or in which law enforcement advises immediate action must be taken to ensure the safety and security of students and the school. Also consider if a lockdown, a secured building, building evacuation, use of fire extinguisher; etc. would be needed to address the incident.

Engaging in Illegal Activities: Any other law-breaking event that poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interest of the school.

Explosives, Possession and or Use: Possessing or using any compound or mixture that can cause an explosion.

Exposure: Exposing private body parts of yourself or others.

Explicit Behavior: Engaging in touching of a sexual nature. (PDA)

Expulsion: To remove the student from the educational setting for a prescribed time, normally either the remainder of the school year or a calendar year.

False Reporting: Deliberately reporting false information about the behavior of a student or staff person.

Fighting: Mutual participation in an incident involving physical violence, where there is no one identifiable main offender.

Firearms: Possession of firearms on school premises, in vehicle, or at school related activities. Facsimiles that have the possibility to cause serious injury that are discharged at another person will be considered under this code.

Gambling: Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices.

Gang Activity (Nonthreatening): Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.

Gang Activity (Threatening): Participation or association with a group in which the student's conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school environment.

Habitual Disobedience: Behavior by students who have been advised on more than one occasion of their inappropriate behavior and the nature of it, including but not limited to disobeying a teacher; and despite being so advised and directed to cease behaving inappropriately, continue to behave in an inappropriate manner. **To be referred for further administrative action, there must be 5 or more incidents in the same behavior family and administration needs to show how the Rtl process is not being successful.**

Hands-Off Academy: Designed for students struggling with keeping their hands to themselves when they are angry or perceive a situation to be unfair.

Harassment, Based on Race, Gender, Disability or Religion: Harassment, including teasing, coercive behavior and other offensive or mean-spirited conduct based on Race, gender, disability, etc.

Harassment, General: Harassment, including teasing, coercive behavior and other offensive or mean-spirited conduct.

Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization, class, or for any other purpose.

ID Violation: Not properly wearing the ID or unable to produce school ID when requested.

Instigating: Spreading rumors or agitating a conflict that may escalate a conflict between others.

Impairment: A student displaying signs or symptoms of being under the influence but do not have any physical evidence of alcohol or drug use. This could include a strong odor of marijuana.

Insubordination: Gross/Deliberate refusal to follow an appropriate direction given by a staff member.

Intimidation/Threats: Use of coercion, force, threats, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically, verbally, or written toward another student. Verbal/Written Intimidation/Threats that are also sexual, religious, or racial harassment may be addressed under the guidelines for harassment.

Intimidation/Threat-Staff: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward a staff member.

ISS: In School Suspension. To remove the student from their normal educational setting but still offer education services within the school premises.

ISS Violation: When a student refuses to meet the directives and expectations of ISS.

Loitering: Unnecessary or needless presence on campus.

Loss of Privilege: To remove a student's privilege for a prescribed length of time (i.e. technology use, recess etc.). This should not impede the student's access to learning.

Loss of Technology Guidelines: The following are options depending on the severity of infraction and an identified timeline.

1. Temporary Lock on Active Directory (network/computer) and e-mail account (usually until administrator can meet with student)
 - a. Lower level misuse during investigation
 - b. Not to exceed 3 days
2. E-mail –restricted to district staff only
 - a. Student misuse of email
 - b. Consequences indicated by the administrator, not to exceed
 1. 1 month (1st offense)
 2. 2 months (2nd offense)
 3. Remainder of the year (3rd offense)
3. Student Restrictive filter setting - More restrictive than normal student filtering (YouTube, a lot of non-education game sites)
 - a. Student accessing inappropriate websites after already being addressed by staff and administration
 - b. Consequences indicated by the administrator, not to exceed
 1. 1 month (1st offense)
 2. 2 months (2nd offense)
 3. Remainder of the year (3rd offense)
4. Restricted Chromebook that will only connect to our wireless networks (they don't work outside our network). These students were already in the Student Restrictive filter group.
 - a. Students are accessing inappropriate content outside of the network
 - b. Consequences indicated by the administrator, not to exceed
 1. 1 month (1st offense)
 2. 2 months (2nd offense)
 3. Remainder of the year (3rd offense)
 - c. ***An alternative learning plan may need to be developed due to students limited ability for homework***
5. Wellfully/JSC Setting – Restricted computer autologin and only has access to Edgenuity
 - a. Student's offense is serious and results in extended limitation of access and must be in conjunction with Edgenuity enrollment (i.e. Threats)
 - b. Not to exceed the length of the suspension or investigation.
 1. Documentation to be provided by Law Enforcement that supports the lack of access to technology to include a required timeframe

- c. **Must have approval from the Office of Educational Services**
- 6. Email/Active Directory (network/computer) account disabled
 - a. Loss of all technology privileges (extreme offenses)
 - 1. **Development of alternative learning plan**
 - 2. Access to learning through analog means ONLY (i.e. Textbooks, worksheets, paper pencil)
 - b. Not to exceed the length of the suspension or investigation.
 - 1. Documentation to be provided by Law Enforcement that supports the lack of access to technology to include a required timeframe
 - c. **Must have approval from the Office of Educational Services**

Lunch Violation: Not verifying attendance in the lunchroom.

Make Amends: To compensate or make up for a wrongdoing.

Misrepresentation: Assuming a false identity, i.e., wearing/possessing someone else's identification badge.

Motivation Academy: Designed for students who appear apathetic toward incomplete work, grades, and being in class on time.

Non-Participation: Students who fail to engage in or join in school/classroom activities.

Nuisance Objects: Possession, use or distribution of any object that causes distractions to self or others.

Offensive Language/Gesture (Major): Use of disgusting, hurtful, obscene, or foul language, communication, or action used in expression and it is directed at others (with a Victim).

Offensive Language/Gesture (Minor): Use of disgusting, obscene, or foul language, communication, or action used in expression (No Victim).

Offensive Language/Gesture At Staff: Use of disgusting, hurtful, obscene, or foul language, communication, or action used in expression or directed at staff.

Organization Academy: Designed for students struggling with organizational skills impacting readiness to learn and work completion.

OSS: Out School Suspension. To remove the student from their normal educational setting.

Parent Conference: To invite the parent in and discuss the situation with the school administration and/or staff. The purpose is to unite with family efforts to repair the harm the student caused with the incident.

Parent Contact: To notify the parent and inform them of their student's conduct.

Parking Lot Rules/Traffic Violations: Unlawful or unsafe actions on school property.

Physical Injury-Staff (Minor): Action by a student that has the potential of causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

Physical Injury-Staff (Major): Action by a student that caused physical injury to a staff member that may need medical attention of some kind. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

Physical Injury-Student: Action by a student that has caused or has the potential of causing physical injury to a student but is not serious enough to qualify for a Simple Assault.

Plan of Action: A detailed plan outlining actions needed to reach one or more behavioral goals.

Pornographic Materials: Possessing, creating, or viewing explicit, pornographic, or obscene materials on school campus to include but not limited to, writings, drawings, photographs, videos, sound recordings, or the like.

Pushing, Shoving Scuffling: Physical contact towards another student. (Horseplay, Rough Play, Tripping, Wrestling) First degree physical altercation.

Reassignment: A referral for reassignment of a student to Rapid City Academies because of the student's habitual misbehavior may be made by the building administration. Students will be afforded the opportunity to earn their reintegration back into their traditional setting.

Refer to Counselor: In some cases, the incident may necessitate the student speaking with a counselor to process through the incident, the causes, and some alternate choices.

Refer to Health Professional: In some cases, the incident may necessitate the student speaking with a health professional to process through the incident, the causes, and some alternate choices.

Refer to Law Enforcement: Our partnership with our School Resource Officers (SRO) is also an educational partnership. In some cases, it may be necessary to invite the SRO into the conversation with the student to help emphasize the importance of making good choices and possibly the negative legal ramifications that the continued behavior could cause. This does not always result in a citation or arrest.

Refer to Outside Agency: In some cases, the incident may necessitate the student speaking with an outside agency (i.e. Lifeways) to process through incident, the causes, and some alternate choices.

Reflection Paper/Form: Providing the student an opportunity to reflect on the incident and process through the events leading up to, in the middle, and after the incident in written form. It also allows the student to identify some alternate choices he/she could have made to avoid the incident.

Repeated Minor: When a student has had 4 or more incidents of similar behaviors that classroom interventions have not reduced the behavior.

Restitution: To restore something lost, damaged, or stolen. This may be but not necessarily a monetary action.

Restitution Process for incidents of minor vandalism <\$500:

1. A workorder will be submitted (ensure to select "Vandalism" as the cause).
2. Complete a Vandalism Report and send to Buildings and Grounds and the Business Office.
3. Buildings and Grounds will supply the administration an estimate cost of labor and materials.
4. Administration will provide the parents a restitution agreement and have the parent sign.
 - a. Template available by request from Educational Services
5. Once the workorder is complete Buildings and Grounds will send the final cost to the Business Office.
6. Business Office will invoice the cost and send a bill to the family.
7. Any appeals will be made to the office of Educational Services.
8. District may seek collections for unpaid restitution.

Restorative Conference: A structured meeting between offenders, victims and both parties' family and friends, in which participants deal with the consequences of the crime or wrongdoing and decide how best to repair the harm. Conferences provide victims and others with an opportunity to confront the offender, express their feelings, ask questions, and have a say in the outcome. Offenders hear firsthand how their behavior has affected people. **Participation in conferences is voluntary.** After it is determined that a conference is appropriate and offenders and victims have agreed to attend, the conference facilitator invites others affected by the incident — the family and friends of victims and offenders

Retaliation: The act of carrying out physical/verbal violence or other inappropriate actions as a result of a previous action.

Scholastic Dishonesty: Engaging or participating in, or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, and similar offenses through any means. Students will be expected to follow classroom instructions relating to academic integrity. This includes use of AI that violates the AI policy (IIBFA)

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
- B. Submission or rejection of such conduct by an individual is used as the basis for academic performance; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Sexual harassment must be so severe or pervasive as to create a hostile working or learning environment.

Sexual Misconduct: Engaging in consensual or nonconsensual sexual conduct or indecent exposure with another person, including intentional touching of clothing covering a person’s intimate parts or undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

Sexual Violence: Engaging in nonconsensual sexual contact with another person.

Skippping Class: Unapproved absence from a class or scheduled lunch period within the school day, including leaving class without permission for an extended period of time.

Social Skills Academy: Designed for students struggling with appropriate peer or adult interactions.

STAR Protocol: School Threat Assessment Report. This is a protocol enacted by either law enforcement or the school administration when a threat to the school is perceived. Law enforcement will use their policy and procedures to evaluate the incident(s) and report to the school officials.

Student Conference: To invite the student in and discuss the incident with the school administration and/or staff. The purpose it to provide the student a voice and an understanding of the situation and encourage the student to repair the harm caused by the incident.

Student Contract: A signed agreement between the student (with parent present) and the school to avoid future incidents. The contract will clearly lay out both the student and the school’s expectations and the consequences of violation of the contract.

Success Plan: A plan with the student and his/her parent with the sole purpose of finding success in the educational environment. The plan will provide the student and staff an understanding of the student’s struggles and ways to mitigate future poor choices and learning opportunities should a poor choice be made.

Success Plan Revision: A revision to the original success plan using additional information gained from implementing the original plan.

Tardy: Arriving to a class after the final bell has rung.

Teasing: To irritate, provoke, or disturb a person with persistent petty annoyances or distractions.

Technology Misuses: Misuse or unauthorized use of computer equipment, deletion or violations of password-protected files, computer programs, or data or system files; inappropriate accessing of files including internet, unethical use of information or violation of copyright laws.

Referencing the Computer Use/Access section of the Student Handbook:

Section I (Technology Misuse)

The district computer/network resources are to be used for educational purposes only. The term “educational purposes” includes classroom activities, career development, and limited high-quality self-discovery activities.

1. Internet access has not been established as a public access service or a public forum. The RCAS District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in RCAS District Policy JFC (Student Conduct) and the law in your use of the Internet.
2. You will not use district resources for personal gain. You will not post personal contact information about yourself or other people. Personal contact information includes name, address, telephone, school address, work address, etc.
3. Users are expressly denied access to certain Internet forums, discussion groups, Usenet newsgroups, chat rooms, list servers, websites and/or home pages, etc. that contain or address materials that could be construed as offensive. In addition, such addresses may not be “bookmarked,” hot-listed or otherwise included in individual user directories. If you mistakenly access inappropriate information, you should immediately tell your teacher or another RCAS District employee. This will protect you against a claim that you have intentionally violated this policy.
4. Copyright of a work produced by a student using district facilities shall reside with the originator. When there is more than one originator, the ownership of each originator’s contribution shall be considered separately.
5. You will not copy software or download/install software unless under direct instruction from district staff. You will not download/install/use peer-to-peer file share applications or create peer-to-peer file sharing on the district network.

Section 2 (Technology Misuse)

1. You will not attempt to gain unauthorized access to the Internet or any computer/network system or attempt to break any passwords to go beyond your authorized access. You will not share district-provided passwords or security codes with other people. You will not probe any computer/network systems for security weaknesses or use resources to capture network traffic or data, either from within or without the district network.
2. You will not make deliberate attempts to disrupt any computer/network system or to manipulate or destroy data by any means, including computer viruses.
3. You will not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal or gang activity, threatening the safety of a person or persons, etc.
4. You will not use or post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in public messages, private messages, and/or material posted on Web pages.
5. You will not use a false identity when sending/receiving messages.

Theft, Receiving or Possessing Stolen Property: The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property. **if item is less than \$50 in value refer to Class 3 consequences.*

Tobacco Possession or Use: Possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e- liquids and oils at any school location, in district buses or vehicles or at district events.

Trespassing: Presence at any school location without permission of school personnel. Students are not to go into other district buildings unless they have permission from the staff of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time and/or arrest.

Truancy: When absenteeism has become detrimental to student achievement and the intent of compulsory attendance has been defeated, the principal shall refer the matter to the State's Attorney. See district code JED-P/JEDA-P.

Upstander Academy: Designed for students demonstrating or participating in bullying-type behaviors.

Unique Situations: Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school district's needs.

Unsafe Act: Acts involving or causing danger or risk to self or others.

Vandalism, Minor Acts: Littering, defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members or other individuals.

Vandalism, Major Acts: Defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members or other individual where damages are over \$500.

Verbal Abuse: The use of language that is obscene, threatening, intimidating or that degrades other people. Verbal abuse that is sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

Verbal Altercation: A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.

Warning: To inform the student of his/her infraction and possible future consequences if the behavior continues.

Weapons-Minor: Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and/or without the intent to harm others. Incidental find, consider aggravating and mitigating circumstances. These would include toys and facsimiles (i.e. nerf guns, rubber band guns, air soft and pellet guns)

Weapons Major: Students are forbidden to possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use of weapons or firearms of any kind. Students are prohibited from bringing to school or school-related activities any weapons or firearms of any kind. This prohibition will normally not apply to school supplies, such as pencils, compasses and the like, unless they are used in a menacing or threatening manner.

Weapons include, but are not limited to: pocketknives, tools with a knife blade, metallic knuckles, ammunitions, clubs, bats, sticks, chains, pipes, razors, or any other object used in a way that threatens to inflict bodily injury on another person. The possession or use of articles not generally considered weapons may be prohibited when in the principal's or designee's judgment, a reasonable apprehension of danger or intimidation exists to the student in possession, other students, staff, or school property by virtue of possession or use. See district code JFC. Toys or facsimiles used in a threatening manner will be considered under this code.