



SUNRISE ACADEMY

# DISCIPLINE GUIDE

## Policies, Rules, and Procedures on Student Responsibilities, Rights, and Discipline

### K-12<sup>TH</sup> GRADE

EDUCATE

ENLIVEN

EMPOWER

Approvals:

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# Discipline

## ***Discipline Philosophy of Sunrise Academy***

Discipline for all students at Sunrise Academy shall be designed to promote behavioral changes enabling students to function successfully.

The Board of Directors is committed to a positive, respectful, inclusive climate in the school that promotes academic achievement, ensures safe and drug-free learning communities, provides positive behavior supports, ensures equitable outcomes in discipline, and maximizes the time students spend in school.

Corporal (physical) punishment which willfully intends to inflict pain on a student is prohibited. This prohibition includes strenuous exercises that cause physical pain when exercise is used as punishment. Teaching methods to help students control movement or action are not considered punishment.

In response to extreme and urgent circumstances, the use of reasonable physical force or restraint by school personnel to protect students or staff, put down disturbances, protect property or to help students get control of themselves is permitted. When reasonable force is used, it must be reported immediately to the Principal, Assistant Principal, or their designee, who in turn must report it to the parent/guardian.

**Due process** is ensured to students as part of a suspension informal meeting procedure, expulsion procedure, and for alcohol and drug violations.

**Self-discipline** is the ultimate goal. Discipline should be directed toward developing skills necessary for young people to:

1. solve problems successfully,
2. develop positive relationships with others,
3. become productive individuals,
4. recognize when their actions are interfering with the rights of others,
5. recognize their rights within the limits of society,
6. respect the property rights of others,
7. understand and appreciate other races and cultures,
8. develop a sense of responsibility for their actions and an awareness of probable consequences, and
9. succeed in school

## ***Roles and Responsibilities in Discipline***

### **PARENTS/GUARDIANS**

#### **Have a Responsibility to:**

1. Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline problems.
2. Provide supervision for the student's health, physical and emotional wellbeing, and prompt and regular attendance.
3. Provide the school with written explanations for student absences or tardiness and attend parent/guardian conferences.
4. Help enforce student compliance with school rules.

#### **Have a Right to:**

1. Receive regular official reports of the student's academic progress and attendance.
2. Make recommendations and give input regarding educational planning.
3. Participate in conferences with teachers and/or the Principal, Assistant Principal, or their designee.
4. Receive explanations from teachers for student's grades.
5. Read all school records pertaining to their students, within appropriate guidelines.
6. Support the school self-discipline and conflict resolution programs.

## **STUDENTS**

### **Have a Responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
2. Do one's best.
3. Respect the rights, feelings and property of other students, parents/guardians, school personnel, visitors, guests and school neighbors.
4. Behave properly on school grounds, school vehicles, at any school-related activity, and in the classroom so as not to interfere with teaching and learning.
5. Follow classroom and school rules.
6. Report violations of school rules.

### **Have a Right to:**

1. Discuss educational concerns with teachers and other school staff.
2. Receive fair discipline without discrimination.
3. Report any concerns including incidents of verbal or physical threats including bullying, harassment, menacing or abuse.
4. Access their school records within appropriate guidelines.

## BEHAVIOR EXPECTATIONS & CONSEQUENCES

### ***When and Where the Rules Apply***

School behavior expectations apply to students whenever they are:

- present in any school or on property of the school
- at any school-sponsored activity, regardless of its location, includes traveling to and from within a reasonable period of time
- traveling to and from school in a school vehicle
- involved in conduct (regardless of whether or not they are off campus or at a non-school sponsored program) that has a direct connection to a school's safety and or welfare. If the conduct is speech-related, it must substantially disrupt the educational environment or be anticipated to do so by the principal.

Seniors shall be disqualified from participation in commencement exercises and related activities if within 30 consecutive calendar days of graduation they are found to be in violation of the school's alcohol or drug policy or any violation resulting in three or more days of suspension or more serious disciplinary action.

### ***Students with Disabilities***

All students, disabled or non-disabled are subject to the same student conduct guidelines. In cases where the disciplinary action includes a suspension or expulsion, the parents/ guardians of students with disabilities will be notified by the Principal, Assistant Principal, or their designee in the same manner as with non-disabled students.

### ***Summary of Behavior Expectations***

**Attendance and Punctuality** — Students are expected to attend school and classes regularly and on time. Parents/Guardians are legally responsible to have their children in school.

**Protection of Property** — Students are expected to recognize the property rights of staff members, other students and the public by:

1. using property (equipment) only for its intended purposes without damage to property;
2. obtaining permission to use property belonging to others; and
3. reporting to school officials situations which may result in damage to, loss of, or misuse of property.

**Protection of Physical Safety and Mental Well-Being** — Students are expected to respect the educational climate and the physical safety and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and with assistance by staff members.

**Appropriate Learning Environment** — Students are expected to act in a manner permitting teachers to teach and students to learn without interference or disruption.

**Tobacco** — Students are not to use, possess, sell or transfer tobacco or other drug products in or around school buildings, in vehicles used for school transportation and school related work, on school property, and at all school-related activities at all times.

**Drug Related Activity (Alcohol/Drugs)** — Students will not use, possess, or sell/transfer alcohol and illegal drugs in the schools, on school grounds, at school activities or during school hours. In addition, drug or alcohol-impaired learning is prohibited.

Examples of conduct which violate each of the categories are listed. Other similar types of misbehavior, even if they are not listed specifically, may result in disciplinary action.

Level 1 Conferences	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral
Level 2 Interventions	Level 5 Mandatory Expulsion
Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 6 Mandatory one-year Expulsion (weapons/firearms)

## Summary of Disciplinary Consequences and Interventions

There is a range of consequences for student misbehavior. They are:

### Action Levels

Level 1 — Conferences

Level 2 — Interventions

Level 3 — Suspension/Temporary Exclusion/Reassignment/Referral

Level 4 — Expulsion/Delayed Expulsion/Reassignment/Referral

Level 5 — Mandatory Expulsion

Level 6 — Mandatory One-Year Expulsion

Action options for each disciplinary level are described in the following section.

## Summary of Behavior Expectations and Consequences

### Some Violations May Result In Referral to the Police Department

Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min— max
<b>ATTENDANCE &amp; PUNCTUALITY</b>			
<b>Class Cutting/ Leaving Without Permission</b>	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Loitering</b>	Remaining around the school building without permission and staff supervision for purposes other than an educational assignment.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Off Limits</b>	Entering a location in a building or any school property which has been restricted from student use or entering a location which has been restricted from student use during certain times of the day.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Tardiness</b>	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1 — 1 2 — 3
<b>Trespassing</b>	Entering any school property or into school facilities without proper authority; during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Truancy</b>	Failure to report to school without permission or excuse.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Other Similar Offenses</b>	Any other prohibited actions involving attendance and punctuality or the location of students on school property.	Minor/First Serious/Rep	Same as related offenses
<b>PROTECTION OF PROPERTY</b>			
<b>Arson</b>	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep	3 — 4 5
<b>Bomb Threat</b>	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	3 — 4 4
<b>Burglary</b>	Unauthorized entry into a school building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3 — 4 5
<b>Deliberate Misuse of Property</b>	The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>False Fire Alarm</b>	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3 — 4 4
<b>Gambling</b>	Playing any game of skill or chance for money or anything of value.	Minor/First Serious/Rep	1 — 2 2 — 4

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Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min— max
<b>PROTECTION OF PROPERTY</b>			
<b>Possession Of Stolen Property</b>	Having in one's possession or under one's control property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to another.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Theft, Minor</b>	Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses or keys.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Theft, Major</b>	Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Vandalism, Minor</b>	Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the school.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Vandalism, Major</b>	Includes situations that will cost the school to repair or replace the damage, or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Other Similar Offenses</b>	Other similar actions which threaten or result in the loss or destruction of property.	Minor/First Serious/Rep	Same as related offense
<b>PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING</b>			
<b>Assault/ Menacing</b>	Wrongfully and intentionally causing fear of immediate physical harm; attempting, with unlawful force, to inflict bodily injury, accompanied by the apparent present ability to give effect to the attempt. May include sexual assault.	Minor/First Serious/Rep	3 — 5 5
<b>Battery</b>	Intentionally, knowingly, or recklessly causing physical harm to another, but not mutual combat; unlawful application of force; physical contact that is willful and harmful.	Minor/First Serious/Rep	3 — 5 4 — 5
<b>Display of Patently Offensive Material</b>	Displaying sexually, racially, or religiously patently offensive materials.	Minor/First Serious/Rep	1 — 3 3 — 5
<b>Extortion</b>	Forcing other persons to act against their will, such as the demand for money.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Fighting</b>	Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury (i.e., mutual combat).	Minor/First Serious/Rep	1 — 4 2 — 4
<b>Firecrackers or Explosives</b>	Using or possessing any firecrackers, fireworks, bullets, ammunition, or explosive materials or device.	Serious/Rep If Weapon	3 — 5 6
<b>Harassment or Bullying, other</b>	Disturbing consistently, by pestering or tormenting; abusive words. Harassment, nonsexual, (physical, verbal, or psychological). Harassing conduct may take many forms, including verbal acts and namecalling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Harassment or Bullying on the Basis of Disability</b>	Intimidation or abusive behavior toward a student based on disability. Harassing conduct may take many forms, including verbal acts and namecalling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4

Level 1 Conferences Level 2 Interventions Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral Level 5 Mandatory Expulsion Level 6 Mandatory one-year Expulsion (weapons/firearms)
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<b>Harassment or Bullying on the Basis of Race, Color, or National Origin</b>	Intimidation or abusive behavior toward a student based on race, color, or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Harassment or Bullying on the Basis of Sex</b>	Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Hazing</b>	Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any student group, organization, or class.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Intimidation</b>	Forcing or discouraging an action by creating fear; extortion. (Also see Extortion)	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Reckless Vehicle Use</b>	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2 — 3 3 — 4
<b>Robbery</b>	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	3 — 4 4
<b>Threat of Violence</b>	Threat of harm to self or others, including threats of severe property damage. (Also see Assault/Menacing)	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Weapon, Dangerous</b>	Any weapon, device, instrument, material or substance which <u>under the circumstances in which it is used, attempted to be used, or threatened to be used</u> , is readily capable of causing death or serious physical injury.	Any Occurrence	6
<b>Weapon, Deadly</b>	Possession of any instrument, article or substance specifically designed for and capable of causing death or serious physical injury.	Any Occurrence	6
<b>Weapon, Firearm</b>	Possession of a gun; including but not limited to a firearm which is “designed to or may readily be converted to expel a projectile by the action of an explosive and any explosive, incendiary, or poison gas.” “Possession” is defined to include, but not limited to having a weapon located: (1) in a space assigned to a student such as a backpack or desk, (2) on the student’s person or property (on the student’s body, in student’s clothing, in an automobile), (3) under the student’s control, or accessible or available; for example: hidden on school property. Confiscated guns are turned over to the police.	Any Occurrence	6
<b>Weapon, Simulated</b>	Possession of articles that resemble, but are not, knives, guns, or other weapons.	Any Occurrence	3 — 5
<b>Other Similar Offenses</b>	Engaging in other similar acts which endanger the physical safety or mental or emotional well-being of others.	Minor/First Serious/Rep	Same as related offense

Level 1 Conferences Level 2 Interventions Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral Level 5 Mandatory Expulsion Level 6 Mandatory one-year Expulsion (weapons/firearms)
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## APPROPRIATE LEARNING ENVIRONMENT

Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min— max
<b>Disruptive Conduct</b>	Behaving in a manner which disrupts or interferes with the educational process, including consensual sexual activity.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Dress Code Violation</b>	Dressing or grooming in a manner that disrupts the educational climate or process, or a threat to the learning opportunity, health or safety of the student or any other person. Includes violation of school adopted dress code.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Forgery</b>	Providing a false signature or altering school documents.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Gang Member Identifier</b>	Displaying material that identifies student as a member or associate of a gang, including identified behaviors.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Indecent Exposure</b>	Exposure of private parts of the body in a lewd or indecent manner in a public place. Exposure of sexually explicit content to another person.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Indecent Gesture</b>	Making gestures which convey a grossly offensive, obscene or sexually suggestive message.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Insubordination</b>	Failure to comply with a proper and authorized direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Interference with School Personnel</b>	Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Language, Abusive/ Profane</b>	Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Non-Compliance with Disciplinary Action</b>	Failure to make satisfactory progress toward completing an assigned consequence or intervention(s).	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Open Defiance</b>	Orally refusing to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Physical Contact, Inappropriate</b>	Pushing, Shoving, Play fighting or other inappropriate touching that does not result in harm.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Plagiarism/ Cheating</b>	Representing another person's work as one's own.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Possession of Prohibited Items</b>	Possession of items that are not permitted at school. Includes toy weapons that do not resemble a real weapon.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Technology, Use Violation</b>	Using technology equipment other than in the manner directed by school staff; violations of internet security.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Tobacco, Use and/or Possession</b>	Using or possessing by any age student any form of tobacco or nicotine delivery device on or adjacent to school property and at all activities without regard to location.	Minor/First Serious/Rep	1 — 3 3
<b>Willful Disobedience</b>	Repeated refusal or failure to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	2 — 3 3 — 4
<b>Other Similar Offense</b>	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning.	Minor/First Serious/Rep	Same as related offenses

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## ALCOHOL/DRUG DISCIPLINARY MEASURES

ALCOHOL/DRUG DISCIPLINARY MEASURES			
PREVIOUS VIOLATION	CURRENT VIOLATION		DISCIPLINARY ACTION
If first violation was for...	Within the past 3 years, is this the 1st, 2nd, or 3rd finding? *	Was this violation for possession/use or transfer/sale?	Then the Disciplinary Action Level will be:
	First	Possession/Use	Level A
		Transfer/Sale	Level B
Possession/ Use	Second	Possession/Use	Level B
Transfer/Sale		Possession/Use	Level C
Possession/ Use		Transfer/Sale	Level B
Transfer/Sale		Transfer/Sale	Level C
Any Violations	Third	Possession/Use	Level C
Any Violations		Transfer/Sale	Level C

DISCIPLINARY ACTION LEVEL	DESCRIPTION
Level A+	Student barred from participating in any events, trips, etc. for 30 days. In addition, at the administrator's discretion, the student may be suspended for up to five (5) school days and/or be required to perform up to eight (8) hours of community service.
Level B+	Expulsion. May be delayed if the student is accepted into a school-approved alternative program or treatment service which addresses the student's alcohol and other drug issues. Student is excluded from all school activities.
Level C+	Expulsion

+ In lieu of these Disciplinary Actions, an alternative plan may be developed.

Level 1 Conferences Level 2 Interventions Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral Level 5 Mandatory Expulsion Level 6 Mandatory one-year Expulsion (weapons/firearms)
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## DISCIPLINARY ACTION LEVELS

Most disciplinary problems can be resolved in the classroom by the teacher in accordance with good principles of learning, classroom rules, the school discipline plan, and classroom exclusions. The Student Conduct and School Discipline Plan describes the procedures followed by staff within the school.

Early contact with parents is a strategy for improving student learning and in preventing or resolving student discipline problems. School staff is encouraged to inform parents/guardians of problems with academic progress and persistent disruptive behavior and seek their help in working with the student to resolve these issues.

Administrative action will be taken if student behavior expectations are not met. Six levels of disciplinary action, ranging from least to most serious, are defined and specified for various kinds of misbehavior. Within each level, options for disciplinary action are defined. The responsibility of the administrator is to work within these parameters to apply effective correction action.

It is the administrator's/principal's responsibility to determine what constitutes "Minor/First" or "Serious/Repetitive" occurrence.

When there is repetition of misbehavior, even though it is not in the same category, the Principal, Assistant Principal, or their designee may take more serious corrective action.

The use of the disciplinary action levels is intended to increase school-to-school consistency in identifying and handling problems.

Administrators are not bound to select the disciplinary level that teachers identify; in most cases there are ranges of discipline and an administrative judgment to be made as to whether the instance is "minor" or "serious" and/or "repetitive."

### DISCIPLINARY ACTION LEVEL 1 CONFERENCES

Disciplinary Action:	Definition:
Conference with Student and/or Staff Member	A meeting with a student during which unacceptable student conduct is discussed and better ways of behaving are reviewed.
Conference with Parent/Guardian/Student	A meeting between staff, parent/guardian and, in some cases, the student, during which student achievement and unacceptable conduct are discussed, better ways of behaving are reviewed, and a plan for future behavior is outlined. A talk with parents/guardians may be by telephone if a meeting is not feasible.
Contact Parent/Guardian	Notification of the parent/guardian through a meeting, telephone call, or letter that a behavior problem exists and/or that some form of action has been taken.
Contract with Student	A written statement listing steps to be taken by the student to improve behavior, describing the support to be provided by school staff and/or parent/guardian, and a timeline for contract review.
Official Warning to Student	A verbal or written administrative notice to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time.
Other School-Authorized Actions	Other disciplinary actions which comply with School policies, administrative directives and the school discipline plan

### Suggested Procedures for Action Level I

#### Teacher/Staff Action upon Witnessing Misbehavior

1. Inform student that the conduct is unacceptable and instruct him/her to cease misbehavior.
2. Non-certificated personnel should report misbehavior to an administrator.
3. Certificated personnel should select one or more of the disciplinary actions listed above.
4. Certificated personnel are not required to make an administrative referral/report unless:
  - a. the student fails/refuses to cease misbehavior, or
  - b. the misbehavior is repetitive.

### **Administrative Action upon Receiving a Report or Referral**

1. Review the referral information and discuss the alleged misbehavior with student and the teacher.
2. Determine if evidence supports the charges.
3. If referral was initiated by non-certificated staff person and the charge(s) supported by evidence, the administrator should select one or more of the disciplinary actions listed above. No administrative record should be placed in student's file.
4. If referral results from a failure of student to cease misbehavior when instructed to do so, the administrator should determine what additional charge(s) are appropriate (e.g. insubordination, open defiance, willful disobedience) and complete the corresponding procedure. A record of all actions should be placed in student's file.
5. If referral results from repetitive misconduct, the administrator should select one or more of the disciplinary actions listed above. A record of all actions should be placed in student's file.
6. Inform staff member who initiated the referral of the administrative action taken.

### **DISCIPLINARY ACTION LEVEL 2 INTERVENTIONS**

<b>Disciplinary Action:</b>	<b>Definition:</b>
Exclusion from School or Extracurricular Activities	Denying the student opportunity to participate in school or extracurricular activities for a specified period of time.
Class Exclusion	Denying the student the right to attend particular classes for a period of up to two (2) days. This is an administrative action not to be confused with the decision of the teacher to remove from class a student whose misbehavior requires immediate action
Alcohol/Drug Assessment	An evaluation for the student and parent(s)/guardian(s) to determine if the student has an alcohol/drug problem.
Minor Suspension	Action taken after a disciplinary conference which denies a misbehaving student the right to attend school, including all classes and school activities, for a period of up to one-day. It is preceded by a meeting or other contact with the parent/guardian.
Time-out System and Time-out Room (if available)	A program, coordinated by a certified staff member, teachers or Principal, Assistant Principal, or their designees, to assign a student to a different location in the classroom or the building.
After-School Detention	Requiring students to remain in school for up to one hour after the dismissal of school in the afternoon. Parents/Guardians will be notified prior to the detention. All detained students will be under the supervision of school personnel. Detention may be required by teachers or administrators.
Collection of Unauthorized Material	Principal, Assistant Principal, or their designees and teachers may collect materials which students are prohibited from possessing during the school day, for example, cellphones, cigarettes, radios, tape recorders, CD players, toys, and rubber bands. When unauthorized materials are collected, students should be informed that the impounded items may be claimed at a later time. Prohibited items should be held for the students' parents/guardians or the police as necessary.
Restitution	If student misbehavior results in damage, destruction or loss of property, the parents/guardians and student will be expected to pay the reasonable cost of repair or replacement. The Principal, Assistant Principal, or their designee is responsible for determining the terms of repayment or replacement.
Other Interventions	Referral to Building Screening Committee, and referral to outside agency resources may be used at this level to respond to student misbehavior. For students with disabilities, a change of placement to a special school or other special education class/program may be considered

## **Suggested Procedures for Action Level 2**

### **Teacher/Staff Action upon Witnessing Misbehavior**

1. Inform student that the conduct is unacceptable and instruct him/her to cease misbehavior.
2. Using established building procedures, the staff member should refer/report and send the student to administrative personnel.
3. Complete referral form for transmittal to administrative personnel.
4. Be available for conference.

### **Administrative Action upon Receiving a Referral**

1. Investigate incident and obtain evidence including written statement (referral) from staff member; may confer with staff member prior to the student returning to class.
2. If student is found in an investigation to have misbehaved (Level A), the administrator should select one or more of the disciplinary actions listed above.
3. The administrator should complete any procedures associated with the disciplinary action selected. Methods different from those tried earlier should be used.
4. Inform the student of the disciplinary action to be taken and any conditions which the student must meet in conjunction with the disciplinary action imposed.
5. Notify the parent/guardian and teacher of the action taken.
6. A summary of the incident and action taken should be placed in the student's file and any required school report(s) of incident and action should be compiled.

## **DISCIPLINARY ACTION LEVEL 3 SUSPENSION/TEMPORARY EXCLUSION /REASSIGNMENT/REFERRAL**

<b>Disciplinary Action:</b>	<b>Definition:</b>
In-School Suspension	After an informal suspension meeting, a student may be barred from attending scheduled classes and, instead, be required to attend a program of in-school suspension. An in-school suspension may be imposed for up to five (5) consecutive school days.
Emergency Suspension	Removal of a student from school prior to a suspension meeting when the Principal, Assistant Principal, or their designee determines that the student's continued presence is an immediate danger to persons or property or is disruptive to orderly school operation. The suspension meeting shall take place as soon as possible after the student has been removed.
Major Suspension	After an informal suspension meeting, action taken temporarily to deny the disruptive student the right to attend school, including all classes and school activities, for a period of more than one-day (24 hours), but not more than ten (10) school days. If suspension is for threat of violence or assault of staff, the minimum disciplinary action is five (5) days. A conference ordinarily must be held with the parent/guardian to seek resolution of the misconduct within ten (10) school days, unless by mutual consent of the Principal, Assistant Principal, or their designee and parent/guardian a later date is selected. A student will be readmitted after ten (10) school days of suspension.
Non-Participation in Commencement Activities	Seniors may be disqualified from participation in commencement exercises and related activities if within thirty (30) consecutive calendar days of graduation day they are found to be in violation of the school's Alcohol or Drug policy or any violation resulting in three or more days of suspension or more serious disciplinary action.
Probation	Action taken following reinstatement from suspension or expulsion. This action might include academic probation under which the student will forego participation in all activities not directly related to class work and it be imposed for up to five (5) consecutive school days.

### **Suggested Procedures for Action Level 3**

#### **Teacher/Staff Action upon Witnessing Misbehavior**

1. Intercede (with assistance of other staff, if necessary) to stop misbehavior, if necessary.
2. Immediately notify administrative personnel of the incident and refer/send student, if possible.
3. Complete referral form as soon as practical.
4. Be available for conference.

#### **Administrative Action upon Receiving a Referral**

1. Investigate incident and obtain evidence including written statement (referral) from staff member and confer with staff member prior to the student returning to class.
2. Meet with student and conduct an informal suspension meeting in accordance with Administrative Directives.
3. If student is found in an informal suspension meeting to have misbehaved, the administrator should select one or more of the disciplinary actions listed above. Methods different from those tried earlier should be used. Drug-related activities have mandatory consequences; consult the alcohol and other drug-related activity section of this document.
4. The administrator should complete any procedures associated with the disciplinary action selected.
5. Inform the student of the disciplinary action to be taken and any conditions which the student must meet for readmission.
6. Notify the parent/guardian and teacher of action taken.
7. A summary of the incident and action taken should be placed in the student's file and any required school report(s) of the incident or action should be completed.

### ***DISCIPLINARY ACTION LEVEL 4* EXPULSION/DELAYED EXPULSION/REASSIGNMENT /REFERRAL**

<b>Disciplinary Action:</b>	<b>Definition:</b>
Exemption from Attendance	An action taken by the Principal, at the request of the parent/guardian on the recommendation of school personnel, which exempts the high school student from the obligation to attend school.
Suspension Pending Possible Expulsion	A suspension imposed after a suspension meeting in which the Principal, Assistant Principal, or their designee determines: <ul style="list-style-type: none"><li>▪ that the offense requires expulsion; or</li><li>▪ that the evidence indicates the possible need for expulsion.</li></ul> This suspension can be up to ten (10) days unless otherwise determined
Police Referral	The local police department will be notified in appropriate circumstances.
Expulsion	An action taken by the Principal, Assistant Principal, or their designee after a meeting which denies a student the right to attend school, including all classes and activities, for up to one (1) calendar year. Return from expulsion for a drug-related activity is conditional on completion of an approved therapy program (not at school expense) and/or approval by a Principal, Assistant Principal, or their designee of a plan to protect the student and the school from future drug-related activity.
Delayed Expulsion Alternatives	"Delayed expulsion" programs or plans may be available for students who are expelled for reasons of drug use or drug related-activity, assault, fighting, or some weapons-related incidents. If the student completes the program and/or plan, the expulsion does not go into effect. (See Expulsion Procedures)



#### **Suggested Procedures for Action Level 4**

Teacher/Staff Action upon Witnessing Misbehavior:

1. Intercede (with assistance of other staff, if necessary) to stop misbehavior, if necessary.
2. Immediately notify administrative personnel of the incident and refer/send student, if possible.
3. Complete referral form as soon as practical.
4. Be available for conference.

#### **Administrative Action upon Receiving a Referral**

1. Investigate incident and obtain evidence including written statement (referral) from staff member and confer with staff member prior to the student returning to class.
2. Meet with student and conduct an informal suspension meeting in accordance with the Administrative Directives.
3. If student is found in the suspension meeting not to have misbehaved, all information pertaining to the incident should be removed from the student's file and destroyed.
4. If student is found in the suspension meeting to have misbehaved, he/she should be suspended in accordance with the suspension procedures outlined
5. If the student is found to have misbehaved, the Principal, Assistant Principal, or their designee should select one of the actions listed above and notify the parent/guardian and teacher of the action taken. Drug-related activities have mandatory consequences; consult the alcohol and other drug related activity section of this document.
6. The Principal, Assistant Principal, or their designee should complete any procedures associated with the disciplinary action selected.
7. A summary of the incident and action(s) taken should be placed in the student's file and any required school report(s) of the incident and action should be completed.

#### **DISCIPLINARY ACTION LEVEL 5 MANDATORY EXPULSION**

<b>Disciplinary Action:</b>	<b>Definition:</b>
Suspension Pending Possible Expulsion	See action level 4 for definition Suspension Pending Expulsion. Administrator has no option but expulsion. See Action Level 4 for definition of expulsion.
Mandatory Expulsion	Administrator has no option but expulsion. See Action Level 4 for definition of expulsion.
Mandatory Expulsion and Probation	See Action Level 3 for definition of probation

#### **Suggested Procedures for Action Level 5**

Teacher/Staff Action upon Witnessing Misbehavior:

1. Intercede (with assistance of other staff, if necessary) to stop misbehavior, if necessary.
2. Immediately notify administrative personnel of the incident and refer/send student, if possible.
3. Complete referral form as soon as practical.
4. Be available for conference.

#### **Administrative Action upon Receiving a Referral:**

1. Investigate incident and obtain any evidence including written statement (referral) from staff member initiating referral or report, witnesses' names and physical evidence. Confer with staff member.
2. Meet with student and conduct an informal suspension meeting
3. If student is found in the suspension meeting not to have misbehaved, all information pertaining to the incident should be removed from student's file and destroyed.
4. If student is found in the suspension meeting to have misbehaved, he/she should be suspended pending further investigation for possible expulsion.

For alcohol and drug behaviors refer to alcohol and other drug-related activity section of this document.

5. Conduct an expulsion conference
6. If the student is found in the expulsion review not to have misbehaved, all information pertaining to the incident should be removed from the student's file and destroyed.
7. If the student is found in the expulsion review to have misbehaved, the Principal, Assistant Principal, or their designee shall impose an expulsion for a period prescribed above.
8. Notify the student and parent/guardian of the disciplinary action to be taken and condition(s) which the student must complete for readmission.
9. A summary of the incident and action taken should be placed in student's file and any required school report(s) of the incident or action should be completed.
10. If applicable, a report should be filed with the local police department.
- 11.

**DISCIPLINARY ACTION LEVEL 6 MANDATORY ONE-YEAR EXPULSION  
WEAPONS/FIREARMS**

<b>Disciplinary Action:</b>	<b>Definition:</b>
Suspension Pending Possible Expulsion	See Action Level 4 for definition.
Mandatory Expulsion for a period of not less than one (1) calendar year	The student is expelled for a period of no less than one (1) calendar year. This is an action taken by the Principal, Assistant Principal, or their designee, which denies the student the right to attend school, including all classes and activities. The principal has the power to modify the expulsion requirement on a case-by-case basis.

**Suggested Procedures for Action Level 6 Teacher/Staff**

**Action upon Witnessing Misbehavior:**

1. If appropriate and necessary, intercede (with assistance of other staff, if necessary) to stop violation.
2. Immediately notify administrative personnel of the incident and refer/send student to the administrator. Administrative personnel call local police department, if necessary.
3. Document the incident as soon as practical and give copy to the administrator.
4. Be available for conference.

**Administrative Action upon Receiving a Report or Referral:**

1. Investigate incident and obtain any evidence including written statement (referral/report) from staff member initiating referral or report, witnesses' names and physical evidence. Confer with staff member. Contact local police department.
2. Meet with student and conduct an informal suspension meeting in accordance with Administrative Directives.
3. If student is found in the suspension meeting not to have violated policy, all information pertaining to the incident should be removed from student's file and destroyed.
4. If student is found in the suspension meeting to have violated policy, he/she should be suspended pending further investigation for possible expulsion.
5. If the student is found in the expulsion review to have violated the policy, the Principal, Assistant Principal, or their designee shall impose an expulsion for not less than a one calendar year period.
6. Notify the student and parent/guardian of the disciplinary action to be taken in accordance with Administrative Directives.
7. A summary of the incident and action taken shall be placed in student's file and any required school report(s) of the incident or action should be completed.

## EXCEPTION PROCEDURES

To make an exception to disciplinary actions outlined in this Guide, the Principal, Assistant Principal, or their designee shall consider these factors:

1. The student's behavior and attitude and whether it shows substantial improvement over time;
2. The availability of an alternative form of disciplinary action or a special program which is more likely to produce acceptable behavior than the Guide's disciplinary action;
3. The existence of extenuating circumstances which, in the judgment of the Principal, Assistant Principal, or their designee, indicate the student is responsible only partially for the misconduct.

It is the Principal and Assistant Principal's responsibility to ensure that the process is applied consistently within the school.

## ALCOHOL & OTHER DRUG-RELATED ACTIVITY

Possession, selling, drug or alcohol-impaired learning, or use of alcohol, drugs or facsimiles is not tolerated in the schools, on school grounds, at school activities by students, staff or other persons. Additionally, this rule applies to students during school hours regardless of location.

### **Definitions**

- Drug: includes all mood-altering substances, or facsimiles thereof, including alcohol, which have not been medically prescribed for the student.
- Drug-impaired learning: the degradation of student learning, participation or behavior which is caused by the presence of drugs or alcohol or their residuals in the body.
- Drug-related activity: includes but is not limited to use, transfer, sale or possession of drugs, including alcohol, or drug paraphernalia, drug-impaired learning, drug-influenced behavior, and any act assisting or promoting such activity. Assisting and promoting includes being where drugs, including alcohol, are being used, transferred, sold or possessed; or engaging in any conduct that aids or facilitates drug-related activity.

### **Initial Procedures when Suspected Violations Occur:**

The school has a system of rules and consequences for drug-related activity which applies to students at all grade levels in all schools. Families are to be kept informed and involved in measures to intervene in student involvement with alcohol and other drugs.

1. When a student's conduct may involve drug-related activity, the Principal, Assistant Principal, or their designee shall:
  - Ensure there is a thorough investigation.
  - Conduct an informal meeting with the student to inform the student of the suspected drug-related activity in a language the student can understand, and give the student the opportunity to explain his/her side of the story.
2. If the Principal, Assistant Principal, or their designee determines that the student has violated the school's standards of conduct against drug-related activity, the Principal, Assistant Principal, or their designee:
  - Shall make a good faith effort to notify the parent/guardian and/or advocate by phone and shall also notify the parent/guardian in writing.
  - Shall not suspend the student unless:
    - The student is under the influence, in which case the student shall be suspended for the rest of the day. Personal contact with a parent/guardian must be made before the student may be sent home.
    - The suspected misconduct is drug transfer or sale and the school has no space or staff to serve the student separately from other students

- Shall notify law enforcement if the evidence indicates the law has been violated.

## SUSPENSION PROCEDURES

A suspension temporarily denies a student the right to attend school, or classes and school activities, for a period up to ten (10) consecutive school days except as provided below.

**General procedures:** When a student's conduct may involve a suspension, the Principal, or Assistant Principal, shall:

- Follow the initial procedures for discipline referrals:
- Ensure a thorough investigation.
- Consider if previous attempts have been made to intervene in the misconduct.
- Ensure that suspension is appropriate as a discipline option for the suspected misconduct.
- Make a good faith effort to notify the parent/guardian by phone and shall also notify the parent/guardian in writing including the conditions for reinstatement and appeal procedures, if the student is suspended in-school or out-of-school.
- Provide **homework** upon request to students who are suspended out of school. To ensure continuation of learning, suspended students are expected to complete schoolwork during their time of suspension. Upon request the student shall be told of assignments during the period of suspension. Students shall be given make-up assignments, projects, or examinations only when those activities will be graded and used to determine a grade for the course. Teachers are not required to spend time working with a student to prepare assignments because of the student's misbehavior.

**When suspension takes effect:** A student's in-school or out-of-school suspension becomes immediately effective as of the date on the Notice of Suspension.

**Returning to school:** A meeting with the parent/guardian ordinarily may be required prior to a student returning to school after a period of suspension to seek resolution of the misconduct and review ways of improving student behavior. A parent/guardian may request a meeting with the Principal, Assistant Principal, or their designee to develop a plan of action for the student to prevent further incidents.

### Emergency Suspension

When there is a health or safety emergency requiring immediate exclusion of a student from the learning environment, the Principal, Assistant Principal, or their designee shall notify the parent/guardian.

### Appeals

Suspensions cannot be overturned, or lifted unless new evidence proves that the student in question did not commit the suspending offence.

## EXPULSION PROCEDURES

### *Definition and Consequences of Expulsion*

Expulsion denies the student attendance at school or school activities for up to one or more calendar year(s).

- When a student is expelled, even at the end of a semester, the student may lose credit for the semester involved.
- Students expelled because of a Level C drug violation are recommended to participate in treatment during the expulsion period.
- Students expelled because of a weapon/firearm (mandatory one-year exclusion) violation are recommended to successfully complete an approved violence prevention program in order to return to school.

- The Principal, Assistant Principal, or their designee, at the time of the conference to readmit the student after expulsion, will review the student's progress in treatment (if appropriate) and provide information from the student's teachers on possible partial credit for work completed prior to the expulsion and record credit earned at an alternative school attended during expulsion.

### ***General Summary of Expulsion Procedure***

In general, when a student is suspected of having violated school rules such that consideration of expulsion is appropriate, the Principal and Assistant Principal will evaluate the facts via an internal expulsion review and make a final decision. There may, or may not be an expulsion hearing held, though the school reserves the right to suspend a student without an expulsion hearing at all times.

### ***Reinstatement after Ten Days***

After ten (10) consecutive days on suspension, the student will be readmitted unless:

- in the judgment of the Principal, Assistant Principal, or their designee, the student's return would pose a threat to the safety of any person or to the orderly operation of school programs;
- because of the physical or mental illness or incarceration of the student, or similar reasons.

### ***Initiation of Expulsion Procedure***

1. When the evidence from the informal suspension meeting and/or the investigation indicates possible grounds for expulsion, the Principal, Assistant Principal, or their designee should be informed. Expulsion procedures may be initiated only by the Principal, Assistant Principal, or their designee.
2. The expulsion procedures are formally initiated by the Principal, Assistant Principal, or their designee sending the notice of expulsion letter.

### ***3. Authority to Expel***

Authority to expel is delegated to the Board Members, which include the School President, Principal, and Assistant Principal.

### ***5. Witnesses and Questioning Witnesses***

- a. **Students as Witnesses-** If information from a student witness is presented, the identity of that student is not revealed if in the judgment of the Board it would adversely impact the student's school experience. If the identity of a student witness is not disclosed, the Board shall carefully and thoroughly interview the witness, form a judgment as to the accuracy of the information, and ask any questions requested by the parent/guardian/representative of the student who is suspected of misconduct.

### ***6. Access to Information and Records***

- a. Parents/Guardians and/or legal counsel may ask the Principal, Assistant Principal, or their designee for information about the incident/behavior of concern, but within the limitations of Board policy on student records.
- b. In making its final decision, the school may rely upon student records, Such records are available for inspection by the student and/or his/her representative prior to the hearing within the limitations of Board policy on student records.

### ***Loss of Credit.***

When it becomes necessary for a student to be expelled from school even at the end of a semester, loss of credit can occur if the student does not complete the appropriate work at an alternative school. During any subsequent readmission conference, a review of the student's academic status by the Principal, Assistant Principal, or their designee may determine that some credit be granted for work completed prior to the expulsion.

## **Readmission**

At the discretion of the Board, students who are expelled may be granted readmission upon the end of expulsion period and, if applicable, other expulsion requirements have been met.

### **1. Readmission from Expulsion: Lower Level Offense**

At the discretion of the Board, students may be readmitted to school after the period of expulsion. At the time of re-admittance the returning student and parent/guardian shall meet with the board and agree on a plan to support the student and protect the school from the behavior that resulted in the expulsion and promote student success. When students are readmitted to school, all reasonable efforts will be made to help the students plan to complete their educational program.

### **2. Readmission from Level 6 Expulsion**

At the discretion of the Board, expelled students may be readmitted to school at the end of one calendar year period of expulsion and successful completion of an approved violence prevention education program. The program will provide the school with information regarding the student's progress.

The student and parent/guardian meet with a Principal, Assistant Principal, or their designee to plan what efforts will be made by each party to help the student complete the education program and to determine appropriate placement upon readmission.

### **3 Readmission from Level A Non-Compliant and Level B Expulsion**

At the discretion of the Board, expelled students may be readmitted to school if the following has been completed:

- An alcohol and drug assessment (not at school expense).

### **4. Readmission from Level C Expulsion**

At the discretion of the Board, expelled students may be readmitted school if the following has been completed:

- Satisfactory completion of an approved therapy program which includes urinalysis (not at school expense).
- The program has provided the school with information regarding the student's progress and urinalysis results.
- In all cases, the returning student and parent/guardian shall meet with an administrator and agree on a plan to protect the student and the school from further drug-related activity.

## **Appeal Procedures**

Students and/or their parent/guardian may request an appeal for any expulsion or delayed expulsion decision. Expulsion decisions are usually final, so no guarantee may be made that an expulsion will be overturned following an appeal.

## Summary of Behavior Expectations and Consequences

Some Violations May Result in Referral to the Local Police Department

Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min— max
<b>Arson</b>	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep	3 — 4 5
<b>Assault/ Menacing</b>	Wrongfully and intentionally causing fear of immediate physical harm; attempting, with unlawful force, to inflict bodily injury, accompanied by the apparent present ability to give effect to the attempt. May include sexual assault.	Minor/First Serious/Rep	3 — 5 5
<b>Battery</b>	Intentionally, knowingly, or recklessly causing physical harm to another, but not mutual combat; unlawful application of force; physical contact that is willful and harmful.	Minor/First Serious/Rep	3 — 5 4 — 5
<b>Bomb Threat</b>	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	3 — 4 4
<b>Burglary</b>	Unauthorized entry into a school building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3 — 4 5
<b>Class Cutting/ Leaving Without Permission</b>	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Deliberate Misuse of Property</b>	The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Display of Patently Offensive Material</b>	Displaying sexually, racially, or religiously patently offensive materials.	Minor/First Serious/Rep	1 — 3 3 — 5
<b>Disruptive Conduct</b>	Behaving in a manner which disrupts or interferes with the educational process, including consensual sexual activity.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Dress Code Violation</b>	Dressing or grooming in a manner that disrupts the educational climate or process, or a threat to the learning opportunity, health or safety of the student or any other person. Includes violation of school adopted dress code.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Extortion</b>	Forcing other persons to act against their will, such as the demand for money.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>False Fire Alarm</b>	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3 — 4 4
<b>Fighting</b>	Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury (i.e., mutual combat).	Minor/First Serious/Rep	1 — 4 2 — 4
<b>Firecrackers or Explosives</b>	Using or possessing any firecrackers, fireworks, bullets, ammunition, or explosive materials or device.	Serious/Rep If Weapon	3 — 5 6
<b>Forgery</b>	Providing a false signature or altering school documents.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Gambling</b>	Playing any game of skill or chance for money or anything of value.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Gang Member Identifier</b>	Displaying material that identifies student as a member or associate of a gang, including identified behaviors. (consult with SRO for current trends)	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Harassment or Bullying, Other</b>	Disturbing consistently, by pestering or tormenting; abusive words. Harassment, nonsexual, (physical, verbal, or psychological). Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4

Level 1 Conferences  
Level 2 Interventions  
Level 3 Suspension/Temporary Exclusion/Reassignment  
/Referral

Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral  
Level 5 Mandatory Expulsion  
Level 6 Mandatory one-year Expulsion (weapons/firearms)

Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min— max
<b>Harassment or Bullying, on the Basis of Disability</b>	Intimidation or abusive behavior toward a student based on disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Harassment or Bullying on the Basis of Race, Color, or National Origin</b>	Intimidation or abusive behavior toward a student based on race, color, or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Harassment or Bullying on the Basis of Sex</b>	Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Hazing</b>	Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any student group, organization, or class.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Indecent Exposure</b>	Exposure of private parts of the body in a lewd or indecent manner in a public place. Exposure of sexually explicit content to another person.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Indecent Gesture</b>	Making gestures which convey a grossly offensive, obscene or sexually suggestive message.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Insubordination</b>	Failure to comply with a proper and authorized direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Interference with School Personnel</b>	Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Intimidation</b>	Forcing or discouraging an action by creating fear; extortion.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Language, Abusive/ Profane</b>	Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Loitering</b>	Remaining around the school building without permission and staff supervision for purposes other than an educational assignment.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Non-Compliance with Disciplinary Action</b>	Failure to make satisfactory progress toward completing an assigned consequence or interventions.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Off Limits</b>	Entering a location in a building or any school property which has been restricted from student use or entering a location which has been restricted from student use during certain times of the day.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Open Defiance</b>	Orally refusing to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Physical Contact, Inappropriate</b>	Pushing, Shoving, Play fighting or other inappropriate touching that does not result in harm.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Plagiarism/ Cheating</b>	Representing another person's work as one's own.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Possession of Prohibited Items</b>	Possession of items that are not permitted at school. Includes toy weapons that do not resemble a real weapon.	Minor/First Serious/Rep	1 — 2 3 — 4

Level 1 Conferences	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral
Level 2 Interventions	Level 5 Mandatory Expulsion
Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 6 Mandatory one-year Expulsion (weapons/firearms)



<b>Possession Of Stolen Property</b>	Having in one's possession or under one's control property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to another.	Minor/First Serious/Rep	1 — 3 3 — 4
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Level 1 Conferences Level 2 Interventions Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral Level 5 Mandatory Expulsion Level 6 Mandatory one-year Expulsion (weapons/firearms)
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Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min— max
<b>Reckless Vehicle Use</b>	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2 — 3 3 — 4
<b>Robbery</b>	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	3 — 4 4
<b>Tardiness</b>	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1 — 1 2 — 3
<b>Technology, Use Violation</b>	Using technology equipment other than in the manner directed by school staff; violations of internet security.	Minor/First Serious/Rep	1 — 2 3 — 4
<b>Theft, Major</b>	Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Theft, Minor</b>	Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses or keys.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Threat of Violence</b>	Threat of harm to others, including threats of severe property damage.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Tobacco, Use and/or possession</b>	Using or possessing by any age student any form of tobacco or nicotine delivery device on or adjacent to school property and at all activities without regard to location.	Minor/First Serious/Rep	1 — 3 3
<b>Trespassing</b>	Entering any school property or into school facilities without proper authority; during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1 — 3 3 — 4
<b>Truancy</b>	Failure to report to school without permission or excuse.	Minor/First Serious/Rep	1 — 2 2 — 4
<b>Vandalism, Major</b>	Includes situations that will cost the school to repair or replace the damage, or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2 — 4 3 — 4
<b>Vandalism, Minor</b>	Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the school.	Minor/First Serious/Rep	1 — 2 2 — 3
<b>Weapon, Dangerous</b>	Any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.	Any Occurrence	6
<b>Weapon, Deadly</b>	Any instrument, article or substance specifically designed for and capable of causing death or serious physical injury.	Any Occurrence	6
<b>Weapon, Firearm</b>	Possession of a gun; including but not limited to a firearm which is “designed to or may readily be converted to expel a projectile by the action of an explosive and any explosive, incendiary, or poison gas.” “Possession” is defined to include, but not limited to having a weapon located: (1) in a space assigned to a student such as a locker or desk, (2) on the student’s person or property (on the student’s body, in student’s clothing, in an automobile), (3) under the student’s control, or accessible or available; for example: hidden on school property. Confiscated guns are turned over to the police.	Any Occurrence	6
<b>Weapon, Simulated</b>	Possession of articles that resemble, but are not, knives, guns or other weapons.	Any Occurrence	3 — 5
<b>Willful Disobedience</b>	Repeated refusal or failure to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	2 — 3 3 — 4

Level 1 Conferences	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral
Level 2 Interventions	Level 5 Mandatory Expulsion
Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 6 Mandatory one-year Expulsion (weapons/firearms)

<b>Other Similar Offense</b>	Engaging in other similar conduct that: involves prohibited actions regarding attendance/punctuality or the location of students on school property; threatens or results in the loss or disruption of property; endangers the physical safety or mental/emotional well-being of others; disrupts the educational process or interferes with teaching/ learning.	Minor/First Serious/Rep	Same as related offenses
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Level 1 Conferences Level 2 Interventions Level 3 Suspension/Temporary Exclusion/Reassignment /Referral	Level 4 Expulsion/Delayed Expulsion/Reassignment/ Referral Level 5 Mandatory Expulsion Level 6 Mandatory one-year Expulsion (weapons/firearms)
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