

## CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p>	<ul style="list-style-type: none"> <li>▪ Classroom disturbance</li> <li>▪ Classroom tardiness</li> <li>▪ Abusive language</li> <li>▪ Non-defiant failure to complete assignments or carry out directions</li> <li>▪ Dress code violation</li> <li>▪ Telecommunication device violation</li> </ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher conference, conference with the counselor or administrator or both.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member</p>	<ul style="list-style-type: none"> <li>▪ Verbal reprimand</li> <li>▪ Special assignment</li> <li>▪ Behavioral contract</li> <li>▪ Counseling</li> <li>▪ Withdrawal of privileges</li> <li>▪ Strict supervised study</li> <li>▪ Detention</li> <li>▪ Temporary removal from class</li> <li>▪ Temporary confiscation of telecommunication device</li> </ul>
<p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> <li>▪ Continuation of unmodified LEVEL I misbehavior</li> <li>▪ School tardiness</li> <li>▪ Truancy</li> <li>▪ Possession or use of tobacco on school grounds or school property.</li> <li>▪ Using forged notes or excuses.</li> <li>▪ Disruptive classroom behavior</li> <li>▪ Cutting class</li> <li>▪ Willful disobedience</li> <li>▪ Abusive language</li> <li>▪ Sexual Harassment</li> <li>▪ Leaving school grounds</li> <li>▪ Harassment</li> <li>▪ Intimidation</li> <li>▪ Bullying</li> <li>▪ Cyber bullying</li> </ul>	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student or teacher or both and affects the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>The administrator maintains a proper and accurate record of the offense and the disciplinary action.</p> <p>A parental conference is held</p> <p>Prior to student suspension, the principal or assistant principal will administer due process procedures.</p>	<ul style="list-style-type: none"> <li>▪ Teacher or schedule change</li> <li>▪ Saturday School</li> <li>▪ Detention</li> <li>▪ Counseling</li> <li>▪ Alternative Instruction</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> </ul>
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These infractions, which usually result from the continuation of LEVEL II misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL II disciplinary options has failed to correct the situation.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.</p>	<ul style="list-style-type: none"> <li>▪ Unmodified LEVEL II misconducts</li> <li>▪ Fighting</li> <li>▪ Vandalism (minor)</li> <li>▪ Furnishing or selling or possessing or using unauthorized substances</li> <li>▪ Stealing</li> <li>▪ Threats to others</li> <li>▪ Sexual Harassment</li> </ul>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrators meet with the student and confer with the parent/guardian about the student's misconduct and the resulting disciplinary action.</p> <p>The administrator maintains a proper and accurate record of offenses and disciplinary actions.</p> <p>Prior to student suspension, the principal or assistant principal will administer due process procedures.</p>	<ul style="list-style-type: none"> <li>▪ Temporary removal from class</li> <li>▪ Alternative Instruction</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Saturday School</li> <li>▪ Report behavior to law enforcement agencies as required by law</li> </ul>
<p>IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These infractions, which usually result from the continuation of LEVEL III misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL III disciplinary options has failed to correct the situation.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of education.</p>	<ul style="list-style-type: none"> <li>▪ Unmodified LEVEL III misconducts</li> <li>▪ Extortion</li> <li>▪ Bomb threat</li> <li>▪ Possession or use or transfer of dangerous weapons</li> <li>▪ Assault or battery</li> <li>▪ Vandalism</li> <li>▪ Theft or possession or sale of stolen property</li> <li>▪ Arson</li> <li>▪ Furnishing or selling or possessing or using unauthorized substances</li> <li>▪ Sexual Harassment</li> </ul>	<p>The administrator verifies the offense, confers with the staff person(s) involved and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting the offender.</p> <p>Prior to student suspension, the principal or assistant principal will administer due process procedures.</p> <p>A complete and accurate report is submitted to the superintendent for possible board action.</p> <p>The student is given a full due process hearing before the board, if expulsion is recommended</p>	<ul style="list-style-type: none"> <li>▪ Alternative Instruction</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Report behavior to law enforcement agencies as required by law</li> </ul>