

## **DISTRICT DISCIPLINE CODE FOR STUDENT BEHAVIOR: ELEMENTARY SCHOOLS**

### **A. LEVEL I**

Level I Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.

#### **Infractions:**

- Littering
- Tardiness to school or class
- Failure to be prepared with class materials and supplies
- Failure to complete assignments, carry out teacher directions or prepare for class
- Abuse of hall or lavatory privileges
- Careless or unauthorized use of school property or facilities
- Disruptive behavior in school, on campus, or on bus
- Loss of or damage to school property
- Unauthorized use of radios, CD players, cell phones or electronic games in the school building
- Being in unauthorized areas
- Use of inappropriate language
- Unauthorized playing with toys in the school building
- Throwing dirt, stones, snowballs or any other object than a playground ball when permitted.

#### **Procedures:**

- Supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option.
- In cases of repetitive misbehavior, the staff member shall communicate with the principal and arrange for parental contact.
- Since the frequency of occurrence determines subsequent response to the same infraction, a record of infractions, and the disciplinary response to each may be kept for each student in the principal's office.
- Referral to Social Worker/Counselor/Pupil Study Team

## **Disciplinary Options:**

- Verbal reprimand – immediate adult counsel
- Seat change
  
- Parental contact
- Behavioral contract
- Strict supervised study
- Restriction of privileges
- Written apology
- Temporary removal from class
- School-community service
- Payment of damages
- Filing of a PINS petition

## **B. Level II**

This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and to affect seriously the student's own education.

Infractions at this level include Level I infractions committed by a student who continues or repeats the infraction after being disciplined at Level I for that infraction. Teachers usually have made a home contact before repeated Level I offenses are turned into Level II offenses. Because of their frequency or seriousness, the principal assumes the major responsibility for corrective action.

### **Infractions:**

- Unmodified Level I misbehavior
- Harassment
- Chronic misbehavior on school bus
- Use of profanity or obscenity
- Leaving classroom or school without permission or a legitimate reason
- Truancy
- Serious acts of defiance
- Forgery
- Cheating
- Bullying



## LEVEL II, continued

### Procedures:

- Referral to The teacher or observer reports the infraction or refers the student to the principal for appropriate disciplinary action.
- The principal meets with the student and/or the teacher, determines the most appropriate disciplinary response and then informs the teacher of the action taken.
- The parent will be notified.
- The principal maintains a record of the offense and the disciplinary action.
- social worker/Counselor/Pupil Study Team

### Disciplinary Options:

- Continuation of the more stringent Level I options
- Parental conference
- Temporary withdrawal of certain participation privileges in school activities
- Temporary removal from class
- Suspension of school bus transportation
- Temporary out-of-school suspension



### C. Level III

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. While some might be considered criminal acts, for the most part their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases law enforcement officials may have to be contacted or notified and criminal charges may be filed when appropriate.

**Infractions:**

- Continuation of Level II misbehavior
- Chronic truancy
- Stealing
- Assault
- Vandalism
- Possessing, using or being under the influence of unauthorized substances (e.g. drugs, alcohol) on school property or at school functions
- Starting a fire in school
- Extortion of other students
- Tampering with the fire alarm or pulling false alarm
- Possession and/or use of fireworks
- Use of tobacco on school property
- Providing, selling and use of illegal chemical substances and/or alcohol on school property or at school sponsored activities.
- Bomb threat
- Possession of weapons on school property or at school-sponsored activities.

**Procedures:**

- Continuation of the more stringent Level II options
- Parental conference
- Temporary withdrawal of certain participation privileges in school activities
- Temporary removal from class
- Suspension of school bus transportation
- Temporary out-of-school suspension
- Police report filed

## ELEMENTARY CODE OF CONDUCT ADDENDUM

Revised June 2011

### 1. DISRUPTIVE BEHAVIOR

Disruptive behavior means substantially interfering with the teacher's authority over the classroom, i.e. student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's rules for the classroom.

#### Incident 1 -3

- Teacher handles in classroom.
- The teacher may ask that the student speak to a counselor for a few minutes, especially if the student is "shutting down." In this case, this should not be counted as a disciplinary/punitive measure.
- Teacher should use their own discretion in handling discipline in their classrooms. However, before a referral is sent to the office, a parent should be called to discuss the behavior(s) in question, even if this call occurs on the same day as the incident being referred.
- Each incident should be documented, including when it happened and how it was handled.

#### Incident 4

- Referral is sent to office, along with the documentation of prior incidents and date when parent was contacted.
- ½ day ISS & call to parent

#### Incident 5

- Referral to office
- 1 day ISS

#### Incident 6 -8

- OSS, 1-3 days

#### Incident 9 or more

- Principal's Hearing to determine consequences
- In this case, the parents/guardians are requested to meet with the teacher, counselor and principal regarding the disruptive behaviors. This should take place within 48 hours of the incident. The student may be suspended until the hearing takes place.

**2. VIOLENT BEHAVIOR**

<p><b>Physical Contact</b> – including pinching, kicking, scratching, open-handed hitting, pushing</p>	<p><u>Incident 1</u> – During recess, 5 minutes time-out and report incident to the classroom teacher. If the student refuses to comply, the child can be sent inside to serve the entire recess indoors.</p> <p>- In classroom, at teacher’s discretion.</p> <p><u>Incident 2</u> – See above PLUS, send referral to principal &amp; consequences are at discretion of principal</p> <p><u>Incident 3 or more</u> – Immediate removal for remainder of recess, written referral plus an additional consequence from principal and phone call home.</p>
<p><b>Aggressive Physical Contact</b> – includes closed-hand hitting, i.e. punching, fighting (more than one physical contact at one time), throwing an object at someone</p>	<p><u>Incident 1</u>-Removal from classroom immediately, phone call home from principal, referral with consequences of: detention, ISS ½ day, or after-school detention.</p> <p><u>Incident 2</u>- See above PLUS, referral with consequences of: 1 day ISS or OSS</p> <p><u>Incident 3</u>-See above PLUS, referral with consequences of: OSS</p>
<p><b>Use of Weapons ~</b></p> <p>a) Weapons, including but not limited to guns and knives</p> <p>b) Objects used with intent to harm, such as staplers, plastic knives or forks, pencils, sticks, rocks</p>	<p>a) <u>Incident 1</u>- OSS-number determined by district policy</p> <p>b)<u>Incident 1</u>- Removal from setting, phone call home by principal, referral with consequences of: ½ day ISS or after school detention</p> <p><u>Incident 2</u>- See above PLUS, referral with consequences of: ISS or OSS</p> <p><u>Incident 3</u>-See above PLUS, referral with consequences of: ISS or OSS</p>

<p>c) Displays what appears to be a weapon</p>	<p>c) <u>Incident 1</u>-Phone call home by principal, take item away I immediately, parent must come and pick up item at school, referral with meeting with parent, student and principal</p> <p><u>Incident 2</u>- See above PLUS, after school detention or ISS</p> <p><u>Incident 3</u>- See above PLUS, OSS</p>
<p><b>Violent Destruction of Property -</b></p> <p>- Willful destruction of school/and or personal property of a student, teacher, administrator or other district employee in an act of anger, such as throwing chairs, removing things from walls, breaking or destroying property. This also includes graffiti.</p>	<p><u>Incident 1</u>- Removal from setting, phone call home by principal, referral with the consequences of: ISS or OSS for 1-2 days</p> <p><u>Incident 2</u>-See above PLUS, OSS for 2-3 days</p> <p>**For Special Education students, services must still be provided.</p> <p><u>Incident 3</u>-See above PLUS, OSS for at least 3 days, but could result in a manifestation determination meeting (CSE) or Superintendent’s meeting (Gen. Ed.)</p>