

HAINESPORT TOWNSHIP SCHOOL DISTRICT

Hainesport Township, New Jersey



Administration

- Mr. Joseph Corn, Superintendent
- Mr. Michael Blake, Business Administrator/Board Secretary
- Mrs. Lauren Salls, Principal PreK-4/Special Services
- Mr. Thomas Simonet, Principal 5-8/Curriculum and Instruction

Hainesport Township School District
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Board of Education Approval & Adoption Date: 8/28/2018

Overview of the Student Code of Conduct

Effective instructional programs require an orderly school environment, and the effectiveness of educational programs is, in part, reflected in the behavior of the students. The emphasis on positive behaviors creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents for individuals as well as district and community property.

Students are expected to conduct themselves in a manner that demonstrates proper regard for the rights and welfare of others, and conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The standards of student behavior are set with the purpose of producing an atmosphere that encourages students to grow in self-discipline and character development.

1. This manual provides the guidelines for student code of conduct with the corresponding consequences while on school property or while attending any district sponsored school event. The Student Code of Conduct is tiered to suit the different age levels/groups in the district and is progressive in consequences with regard to the infractions.
2. All students and parents/guardians shall be provided the Hainesport Township School District Student Code of Conduct regarding student conduct and the sanctions that may be imposed for breach of those rules. It is mandatory that all parents/guardians and students sign-off that they have read and understand the Student Code of Conduct.
3. All students shall adhere to the established and approved Student Code of Conduct. Substantiated non-compliance will be cause for consequences and/or sanctions.
4. Consequences/disciplinary action shall be applied consistently and uniformly with necessary due process in accordance with the regulations of the New Jersey Administrative Code. Further, staff shall comply with the regulations of the New Jersey Administrative Code when overseeing discipline and/or suspension of classified pupils.
5. Certain infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement which is on file in the Office of the Superintendent. Student/Staff confidentiality shall be protected in accordance with federal and state law.

This Student Code of Conduct does not address every potential form of inappropriate student behavior. Infractions not specifically cited in this document will be addressed on a case-by case basis subject to administrative discretion.

Description of Student Code of Conduct Leveling System

Level I	Any infraction that dictates or is immediate cause for an Administrative Warning.
Level II	Any infraction that dictates or is immediate cause for a Detention.
Level III	Any infraction that dictates or is immediate cause for an automatic Saturday School (SS) or In-School Suspension (ISS).
Level IV	Any infraction that dictates or is immediate cause for an automatic Out-of-School Suspension (OSS) and/or police notification, and/or threat/psychological evaluation/assessment.

All Level I consequences will be given after staff interventions have been implemented to correct behavior (including parent contact). This documentation will be communicated to the administrator upon referral.

Refer to Appendix C, the final component of the Student Code of Conduct, for an explanation of the consequences causing ineligibility for extracurricular activities (Non-academic school sponsored extracurricular activities including, but not limited to, clubs, sports, the 8th Grade Trip, Dinner Dance, and walking in the 8th Grade Graduation Ceremony).

Grades 6-8

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Consistent Class Disruption	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Disobedience	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Cafeteria/ Playground Misconduct	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative detention (1 day)	Administrative detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Littering	Administrative Warning	(1) Recess or Recess and Lunch Detention	(2) Recess or Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact
I	Dress Code Violation (Inappropriate Dress)	Administrative Warning, Change of clothes to be brought by parent	(1) Recess or Recess and Lunch Detention, Change of clothes to be brought by parent	Administrative Detention (1 day), Change of clothes to be brought by parent	Administrative Detention (3 days), Change of clothes to be brought by parent	ISS (1 day), Change of clothes to be brought by parent, Parent Conference
I	Electronic Device (in use after 8:15 am & before 3:15 pm)	Administrative Warning, Confiscation of device until 3:00pm (Returned to student at end of day)	Administrative Detention (1 day), Confiscation of device until parent/guardian pickup,	Administrative Detention (3 days), Confiscation of device until parent/guardian pickup	ISS (1 day), Confiscation of device until parent/guardian pickup	OSS (1 day), Confiscation of device until parent/guardian pickup

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Leaving Class/Lunch Without Permission	Administrative Warning	Administrative Detention (1 day)	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	OSS (1 day), Parent Conference
I	Hallway Misconduct	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day)	Administrative Detention (3 days)	ISS (1 day), Parent Contact
I	Bus Misconduct**	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1-2 days), Bus Suspension (1 day), Parent Contact	ISS (1-2 day), Bus Suspension (3 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact
I	Failure to Wear Seatbelt on School Bus	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1-2 days), Bus Suspension (1 day), Parent Contact	ISS (1-2 day), Bus Suspension (3 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact
I	Unexcused Tardiness to School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Absence from School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Tardiness to Class (After 2nd incident)	Administrative Warning	(1) Recess or Recess and Lunch Detention	(2) Recess or Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Contact
I	Public Display of Affection (Consensual)	Administrative Warning	(1) Recess or Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Improper Physical Contact (Assault Simple)	Administrative Warning	(1-2) Recess Detention or Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Contact

**All consequences are subject to Administrative discretion.*

***Persistent bus misconduct may result in loss of bus privileges for the remainder of the school year.*

Grades 6-8

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Failure to Serve Teacher Detention	Administrative Detention (1 day)	ISS (1 day), Parent Contact	Saturday School (1 day), Parent Contact	Saturday School (2 days), Parent Contact	OSS (2 days), Parent Conference
II	Profanity or Inappropriate Language	(1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (1-2 days), Parent Contact	ISS (2 days), Parent Contact	OSS (1 day), Parent Contact	OSS (4 days), Parent Conference
II	Forgery	Administrative Detention (1 day), Parent Contact	ISS (2 days), Parent Contact	Saturday School (1 day), Parent Contact	OSS (1 day), Parent Contact	OSS (4 days), Parent Conference
II	Disrespect to Staff Member/ Insubordination/ Defiance to Authority	(1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (1-2 days), Parent Contact	ISS (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days), Superintendent Hearing
II	Cutting Class or Lunch	Administrative Detention (2 days), Parent Contact	ISS (3 days), Parent Contact	Saturday School (1 day), Parent Contact	OSS (1 day), Parent Conference	OSS (4 days), Parent Conference
II	Failure to Serve Administrative Detention	Administrative Detentions (2 days)	ISS (1 day), Parent Contact	ISS (2-3 days), Parent Contact	OSS (1 day), Parent Contact	OSS (4 days), Parent Conference
II	Cheating/Plagiarism	(1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day), Zero Grade	Administrative Detention (1-2 days), Zero Grade, Parent Contact	ISS (1-2 days), Zero Grade, Parent Contact	Saturday School (1 day), Zero Grade, Parent Contact	OSS (1 day), Zero Grade, Parent Conference
II	Damaging School Property or the Property of Others	Administrative Detention (1 day), Parent Contact, Restitution	ISS (1 day), Parent Contact, Restitution	OSS (3 days), Parent Conference, Restitution	OSS (5 days), Parent Conference, Restitution	OSS (9 days), Parent Conference, Restitution, Superintendent Hearing

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Threat Simple (Verbal)	(1-2) Recess Detention or Recess and Lunch Detention	Administrative Detention (1-2 days)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Contact	OSS (2 days), Parent Conference

**All consequences are subject to Administrative discretion.*

Grades 6-8

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
III	Vandalism (under \$100.00)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (3 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, OSS (4 days), Police Contact, Parent Conference	Restitution, OSS (9 days), Police Contact, Superintendent Hearing
III	Theft/Stealing or Possession of Stolen Property (under \$100)	Restitution, ISS (2 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, ISS (2 days), Saturday School (2 days), Parent Conference	Restitution, OSS (4 days) Police Contact, Superintendent Hearing	Restitution, OSS (9 days) Police Contact, Board Hearing
III	Computer Trespass/ Violation of Acceptable Use Policy (Misuse of Computer Networks/Computers/ Electronic Communication)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	Saturday School (1 day), Parent Conference	ISS (2 days), Saturday School (1 day), Parent Conference	OSS (4 days), Superintendent Hearing
III	Extortion	Restitution, ISS (2 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, ISS (2 days), Saturday School (2 days), Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing	Restitution, OSS (9 days) Police Contact, Board Hearing
III	Gambling	ISS (3 days), Parent Contact	Saturday School (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days) Police Contact, Superintendent Hearing	OSS (9 days) Police Contact, Board Hearing
III	Trespass	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	OSS (3 days), Parent Conference	OSS (7 days), Superintendent Hearing	OSS (9 days), Board Hearing
III	Leaving School Grounds Without Authorization	ISS (3 days), Parent Contact	Saturday School (2 days), Parent Contact	OSS (3 days), Parent Conference	OSS (7 days), Superintendent Hearing	OSS (9 days), Board Hearing
III	Truancy	ISS (1 day), Parent Contact	Saturday School (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (5 days), Superintendent Hearing	OSS (9 days), Board Hearing
III	Possession /Use of Tobacco Product/Smoking on School Grounds	ISS (3 days), Parent Contact	ISS (5 days), Saturday School (1 day), Parent Contact	OSS (4 days), Police Contact, Parent Conference	OSS (7 days), Police Contact, Superintendent Hearing	OSS (9 days), Police Contact, Board Hearing

**All consequences are subject to Administrative discretion.*

Grades 6-8

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Fighting	Immediate OSS (2 days), Parent Conference	Immediate OSS (4 days), Parent Conference	Immediate OSS (6 days), Student may not return to school until threat assessment/ psychological assessment, Superintendent Hearing	Immediate OSS (9 days) Immediate Police Notification, Board Hearing	
IV	Possession/Sale/ Distribution/Use of Weapons or Imitation (Assault with Weapon)	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days) Police Notification, Board Hearing, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days) Police Notification, Board Hearing, Student may not return to school until threat assessment/ psychological assessment	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement	
IV	Arson	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Possession/Sale/ Distribution/Use/ Under the Influence of Controlled Substance/ Substance Abuse	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days), Board Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days) Board Hearing		
IV	Non-Compliance with Alcohol/Substance Abuse Evaluation	Hearing with Superintendent	Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Possession/Use of Exploding or Other Chemical Devices	Immediate OSS (4 days), Police Notification, Superintendent Hearing, Student may not return to school until threat/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Threatening of Staff Member	Immediate OSS (4 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days) Police Notification, Board Hearing	Immediate OSS (9 days) Police Notification, Board Hearing, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Terroristic Threats (Threat Criminal)	Immediate OSS (1-2 Days), Police Notification if Necessary, Threat assessment if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Assault	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexual Harassment	Immediate OSS (4 days), Police Notification, Parent Conference	Immediate OSS (9 days), Police Notification, Psychological Assessment, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexually Explicit Material (Possession or Distribution)	Immediate OSS (4 days), Parent Conference	Immediate OSS (7 days), Parent Conference, Superintendent Hearing	Immediate OSS (9 days), Parent Conference, Board Hearing		
IV	Sexual Assault	Immediate OSS (9 days), Police Notification, Psychological Assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Inappropriate Sexual Physical Contact	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Dating Violence	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Kidnapping	Immediate OSS (4 days), Police Notification /Student may not return to school until threat assessment/ psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Theft/Stealing or Possession of Stolen Property (over \$100)	Restitution, OSS (5 days), Police Notification	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		
IV	Wrongful Entry	Restitution, OSS (5 days), Police Notification if necessary	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	False Alarms (Fire or Security)	OSS (1 day), Police Notification, Parent Contact	OSS (2 days), Saturday School (1 day), Police Notification, Parent Contact	OSS (4 days), Police Notification, Parent Contact	OSS (5 days), Police Notification, Parent Contact	OSS (9 days), Police Notification, Parent Contact
IV	Vandalism (Over \$100.00)	Restitution, OSS (2 days), Police Notification	Restitution, OSS (4 days), Police Notification	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing	
IV	Gang activity/Affiliation or Membership in a Secret Society	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (2 days), Parent Contact, Police Notification	OSS (7 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
IV	HIB Confirmed	OSS (3 days), Parent Contact	OSS (5 days), Parent Conference	OSS (9 days), Superintendent Hearing	OSS (9 days), Board Hearing	

**All consequences are subject to Administrative discretion.*

Grades 3-5

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Consistent Class Disruption	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS (1 day), Parent Conference
I	Disobedience	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day)	Administrative Detention (3 days), Parent Contact	ISS(1 day), Parent Conference
I	Cafeteria/ Playground Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Conference
I	Littering	Administrative Warning	(1) Recess Detention	(2) Recess Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Conference
I	Dress Code Violation (Inappropriate Dress)	Administrative Warning, Change of clothes to be brought by parent	(1) Recess Detention, Change of clothes to be brought by parent	Administrative Detention (1 day), Change of clothes to be brought by parent	Administrative Detention (3 days), Change of clothes to be brought by parent	ISS (1 day), Change of clothes to be brought by parent, Parent Conference
I	Electronic Device (in use after 8:15 am & before 3:15 pm)	Administrative Warning, Confiscation of device until 3:00 pm (Returned to student at end of day)	Administrative Detention (1 day), Confiscation of device until parent/guardian pickup,	Administrative Detention (3 days), Confiscation of device until parent/guardian pickup	ISS (1 day), Confiscation of device until parent/guardian pickup	(1) Saturday School, Confiscation of device until parent/guardian pickup
I	Leaving Class/Lunch Without Permission	Administrative Warning	Administrative Detention (1 day)	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	(1)Saturday School, Parent Conference
I	Hallway Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention	Administrative detention (1 day)	Administrative Detention (3 days), Parent Contact
I	Bus Misconduct**	Administrative Warning	(1) Recess Detention	Administrative detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Failure to Wear Seatbelt on School Bus	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	OSS (2 days), Bus Suspension (5 days), Parent Contact
I	Unexcused Tardiness to School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Absence from School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Tardiness to Class (After 2nd incident)	Administrative Warning	(1) Recess Detention	(2) Recess Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	Administrative Detention (3 days), Parent Contact
I	Public Display of Affection (Consensual)	Administrative Warning	(1) Recess Detention	Administrative Detention (1 day)	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact
I	Improper Physical Contact (Assault Simple)	Administrative Warning	(1) Recess Detention	(1) Recess Detention or Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	ISS (1 day), Parent Conference

**All consequences are subject to Administrative discretion.*

***Persistent bus misconduct may result in loss of bus privileges for the remainder of the school year.*

Grades 3-5

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Failure to Serve Teacher Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	OSS (1 day), Parent Conference
II	Profanity/ Inappropriate Language	1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (2 days), Parent Contact	OSS (1 day), Parent Conference
II	Forgery	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	OSS (1 day), Parent Conference
II	Disrespect to Staff Member/ Insubordination/ Defiance to Authority	1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day)	Administrative Detention (2 days)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	OSS (2 days), Parent Conference
II	Cutting Class or Lunch	Administrative Detention (1 day)	ISS(1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (4 days), Parent Contact	OSS (1 day), Parent Conference
II	Failure to Serve Administrative Detention	Administrative Detention (2 days)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (3 days)	OSS (4 days), Parent Conference
II	Cheating/ Plagiarism	1-3) Recess or Recess and Lunch Detention or Administrative Detention (1 day), Zero Grade	Administrative Detention (1 day), Zero Grade	ISS (1 day), Zero Grade, Parent Contact	ISS 2 days), Zero Grade, Parent Contact	OSS (1 day), Zero Grade, Parent Conference

**All consequences are subject to Administrative discretion.*

Grades 3-5

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
III	Vandalism (under \$100.00)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (4 days), Parent Contact	Restitution, OSS (2 days), Police Contact, Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing
III	Theft/Stealing or Possession of Stolen Property (under \$100)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (5 days), Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing	Restitution, OSS (9 days), Police Contact, Board Hearing
III	Computer Trespass/Violation of Acceptable Use Policy (Misuse of Computer Networks/Computers/Electronic Communication)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	Saturday School (1 day), Parent Conference	ISS (2 days), Saturday School (1 day), Parent Conference	OSS (4 days), Superintendent Hearing
III	Extortion	Restitution, ISS (2 days), Parent Contact	Restitution, Saturday School (2 days), Parent Contact	Restitution, ISS (2 days), Saturday School (2 days), Parent Conference	Restitution, OSS (4 days), Police Contact, Superintendent Hearing	Restitution, OSS (9 days), Police Contact, Board Hearing
III	Gambling	ISS (2 days), Parent Contact	ISS (4 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days), Parent Conference, Superintendent Hearing	OSS (9 days), Parent Conference, Board Hearing
III	Trespass	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	OSS (2 days), Parent Conference	OSS (4 days), Parent Conference	OSS (9 days), Superintendent Hearing
III	Leaving School Grounds Without Authorization	ISS (1 day), Parent Contact	ISS (4 days), Parent Contact	Saturday School (1 day), Parent Conference	OSS (2 days), Parent Conference	OSS (9 days), Superintendent Hearing
III	Truancy	ISS (1 day), Parent Contact	ISS (3 days), Parent Contact	Saturday School (1 day), Parent Contact	OSS (1 day), Parent Contact, Superintendent Hearing	OSS (3 days), Parent Contact, Board Hearing
III	Possession /Use of Tobacco Product/Smoking on School Grounds	ISS (2 days), Parent Contact	ISS (4 days), Parent Conference	ISS (5 days), Saturday School (1 day), Police Contact	OSS (4 days), Police Contact, Superintendent Hearing	OSS (9 days), Police Contact, Board Hearing

*All consequences are subject to Administrative discretion.

Grades 3-5

Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Fighting	OSS (2 days), Parent Conference	OSS (3 days), Saturday School (1 days), Parent Conference	OSS (4 days), Student may not return to school until threat assessment/ psychological assessment, Superintendent Hearing	OSS (9 days), Immediate Police Notification, Board Hearing	
IV	Possession/ Sale/ Distribution/ Use of Weapons or Imitation (Assault with Weapon)	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification/ Hearing with Superintendent, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days) Police Notification, Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement	
IV	Arson	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days), Hearing with Superintendent	Immediate OSS (9 Days), Counselor Notification, Police Notification (or possession/ distribution), Medical Clearance by School or Family Physician, Loss of Extra- Curricular Privileges and Activities (up to 45 days), Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Possession/ Sale/ Distribution/ Under the Influence of Controlled Substance/ Substance Abuse	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Hearing with Superintendent	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		
IV	Non-Compliance with Alcohol/ Substance Abuse Evaluation	Hearing with Superintendent	Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Possession/ Use of Exploding or Other Chemical Devices	Immediate OSS (4 days), Police Notification, Superintendent Hearing, Student may not return to school until threat/psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat/psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Threatening of Staff Member	Immediate OSS (4 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing, DCPD, Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Terroristic Threats (Threat Criminal)	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days) Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days) Police Notification, Board Hearing	
IV	Assault	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/ psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexual Harassment	Immediate OSS (4 days), Police Notification, Parent Conference	Immediate OSS (9 days), Police Notification, Psychological Assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, B Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Inappropriate/ Sexual Physical Contact	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Sexual Assault	Immediate OSS (9 days), Police Notification, Psychological Assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing		
IV	Dating Violence	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment, Hearing with Superintendent	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPD Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Theft/Stealing or Possession of Stolen Property (over \$100)	Restitution, OSS (5 days), Police Notification	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		
IV	Wrongful Entry	Restitution, OSS (5 days), Police Notification if necessary	Restitution, OSS (7 days), Police Notification, Superintendent Hearing	Restitution, OSS (9 days), Police Notification, Board Hearing		
IV	False Alarms (Fire or Security)	OSS (1 day), Parent Contact, Police Notification	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (5 days), Parent Contact, Police Notification	OSS (9 days), Parent Conference, Police Notification

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Vandalism (Over \$100.00)	Restitution, OSS (2 days), Parent Contact, Police Notification	Restitution, OSS (4 days), Parent Contact, Police Notification	Restitution, OSS (7 days), Parent Contact, Police contact, Superintendent Hearing	Restitution, OSS (9 days), Parent Contact, Police Notification, Board Hearing	
IV	Sexually Explicit Material (Possession or Distribution)	OSS (4 days), Parent Conference	OSS (7 days), Parent Conference, Superintendent Hearing	OSS (10 days), Parent Conference, Board Hearing		
IV	Gang Activity/ Affiliation or Membership in a Secret Society	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (2 days), Parent Contact, Police Notification	OSS (7 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
IV	HIB Confirmed	OSS (3 days), Parent Contact	OSS (5 days), Parent Conference	OSS (9 days), Superintendent Hearing	OSS (9 days), Board Hearing	

**All consequences are subject to Administrative discretion.*

Grades K-2Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Consistent Class Disruption	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	Administrative detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact
I	Disobedience	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact
I	Cafeteria/ Playground Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact
I	Littering	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact
I	Dress Code Violation (Inappropriate Dress)	Administrative Warning, Change of clothes to be brought by parent	(1) Recess Detention, Change of clothes to be brought by parent	(1) Recess and Lunch Detention, Change of clothes to be brought by parent	(2) Recess and Lunch Detention, Change of clothes to be brought by parent	Administrative Detention (1 day), Change of clothes to be brought by parent, Parent Conference
I	Electronic Device (in use after 8:15 am & before 3:15 pm)	Administrative Warning	(1) Recess Detention, Confiscation of device until parent/guardian pickup	(1) Recess and Lunch Detention, Confiscation of device until parent/guardian pickup	(2) Recess and Lunch Detention, Confiscation of device until parent/guardian pickup	Administrative Detention (1 day), Confiscation of device until parent/guardian pickup, Parent Conference
I	Leaving Class/Lunch Without Permission	Administrative Warning	(1) Recess Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Conference
I	Hallway Misconduct	Administrative Warning	(1) Recess Detention	(1) Recess and Lunch Detention, Parent Contact	(2) Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
I	Bus Misconduct**	Administrative Warning	(1) Recess Detention, Parent Contact	Administrative Detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	ISS (2 days), Bus Suspension (5 days), Parent Conference
I	Failure to Wear Seatbelt on School Bus	Administrative Warning	(1) Recess Detention, Parent Contact	Administrative Detention (1 day), Bus Suspension (1 day), Parent Contact	ISS (1 day), Bus Suspension (2 days), Parent Contact	ISS (2 days), Bus Suspension (5 days), Parent Conference
I	Unexcused Tardiness to School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Unexcused Absence from School	IN ACCORDANCE WITH DISTRICT ATTENDANCE POLICY				
I	Improper Physical Contact (Assault Simple)	Administrative Warning	(1) Recess Detention	(1) Recess Detention or Recess and Lunch Detention, Parent Contact	Administrative Detention (1 day), Parent Contact	ISS (1 day), Parent Conference

**All consequences are subject to Administrative discretion.*

***Persistent bus misconduct may result in loss of bus privileges for the remainder of the school year.*

Grades K-2Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
II	Profanity/ Inappropriate Language	(1) Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (2 day), Parent Conference
II	Disrespect to Staff Member/ Insubordination/ Defiance to Authority	(1) Recess and Lunch Detention	Administrative Detention (1 day), Parent Contact	Administrative Detention (2 days), Parent Contact	ISS (1 day), Parent Contact	ISS (2 day), Parent Conference

**All consequences are subject to Administrative discretion.*

Grades K-2Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
III	Vandalism (under \$100.00)	Restitution, ISS(1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (3 days), Parent Conference	Restitution, ISS (4 days), Police Contact	Restitution, ISS (5 days), Police Contact, Superintendent Hearing
III	Theft/Stealing or Possession of Stolen Property (under \$100)	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (3 days), Parent Conference	Restitution, ISS (4 days), Police Contact, Superintendent Hearing	Restitution, ISS (5 days), Saturday School (1 day), Police Contact, Board Hearing
III	Computer Trespass/ Violation of Acceptable Use Policy (Misuse of Computer Networks/Computers/Electronic Communication)	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (3 days), Parent Contact	ISS (3 days), Saturday School (1 day), Parent Conference	ISS (4 days), Saturday School (1 day), Superintendent Hearing
III	Extortion	Restitution, ISS (1 day), Parent Contact	Restitution, ISS (2 days), Parent Contact	Restitution, ISS (3 days), Parent Conference	Restitution, ISS (3 days), Saturday School (1 day), Police Contact, Superintendent Hearing	Restitution, ISS (4 days), Saturday School (1 day), Police Contact, Board Hearing
III	Leaving School Grounds Without Authorization	ISS (1 day), Parent Contact	ISS (2 days), Parent Contact	ISS (3 days), Parent Conference	ISS (4 days), Parent Conference	ISS (5 days), Superintendent Hearing

**All consequences are subject to Administrative discretion.*

Grades K-2Progressive Code of Conduct Consequences Chart*

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Fighting	OSS (2 days), Parent Conference	OSS (3 days), Saturday School (2 days), Parent Conference	OSS (4 days), Student may not return to school until threat assessment /psychological assessment, Superintendent Hearing	OSS (9 days), Police Notification, Board Hearing	
IV	Possession/Use of Weapons or Imitation (Assault with Weapon)	Immediate OSS (8 days), Police Notification, Board Hearing, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days), Police Notification, Hearing with Superintendent, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing	DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement	
IV	Arson	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Superintendent Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Possession/Under the Influence of Controlled Substance/ Substance Abuse	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days)	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days) Superintendent Hearing	Immediate OSS (9 Days), Counselor Notification, Police Notification (for possession/distribution), Medical Clearance by School or Family Physician, Loss of Extra-Curricular Privileges and Activities (up to 45 days), Board Hearing		
IV	Non-Compliance with Alcohol/ Substance Abuse Evaluation	Hearing with Superintendent	Board Hearing	DCCP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Possession/Use of Exploding or Other Chemical Devices	Immediate OSS (4 days), Police Notification, Superintendent Hearing, Student may not return to school until threat /psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, Student may not return to school until threat/ psychological assessment	Immediate OSS (9 days), Police Notification, Board Hearing, DCCP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	Threatening of Staff Member	Immediate OSS (4 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, Board Hearing, DCCP Notification, Legal action, Home Instruction or Alternative Education Placement		

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Terroristic Threats	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Assault	Immediate OSS (1-2 Days), Police Notification if necessary	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment	Immediate OSS (9 days), Police Notification, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	
IV	Sexual Harassment	Immediate OSS (4 days), Police Notification, Parent Conference	Immediate OSS (9 days), Police Notification, Student may not return to school until threat/psychological assessment, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing		
IV	Inappropriate/Physical Contact	Immediate OSS (4 days), Police Notification, Student may not return to school until threat assessment/psychological assessment, Superintendent Hearing	Immediate OSS (9 days), Police Notification, Board Hearing	Immediate OSS (9 days), Police Notification, DCPP Notification, Legal Action, Home Instruction or Alternative Education Placement		
IV	False Alarms (Fire or Security)	OSS (1 day), Parent Contact, Police Notification	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (5 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification

Level	Infraction	1st offense	2nd offense	3rd offense	4th offense	5th offense
IV	Sexually Explicit Material (Possession or Distribution)	OSS (4 days), Parent Conference	OSS (7 days), Parent Conference, Superintendent Hearing	OSS (9 days), Parent Conference, Board Hearing		
IV	Gang Activity/ Affiliation or Membership in a Secret Society	OSS (2 days), Saturday School (1 day), Parent Contact, Police Notification	OSS (3 days), Parent Contact, Police Notification	OSS (4 days), Parent Contact, Police Notification	OSS (7 days), Parent Contact, Police Notification	OSS (9 days), Parent Contact, Police Notification
IV	HIB Confirmed	OSS (3 days), Parent Contact	OSS (5 days), Parent Conference	OSS (9 days), Superintendent Hearing	OSS (9 days), Board Hearing	

**All consequences are subject to Administrative discretion.*

Glossary of Terms

Disobedience/Class Disruption - Acts of disobedience that disrupt the classroom or other school functions for a brief time; Simple acts of misbehavior that violate written school rules; Includes, but is not limited to, eating, drinking, being too loud, standing, running, loitering, throwing objects, talking out of turn, or other behavior that distracts student learning.

Fighting - An act of physical aggression against a person, intending to or causing physical injury regardless of the person's aggression or resistance.

Assault - An act that creates an apprehension in another of an imminent, harmful, or offensive contact. The act consists of a threat of harm accompanied by an apparent, present ability to carry out the threat.

Insubordination - Disobedience to authority. This can include, but is not limited to, non-violent/non-physical talking back to school staff, failure to follow directions, failure to respond to school staff's questions or requests, refusal to participate in classroom activities, verbal insults or put downs, picking on, bothering, and/or distracting other students.

Vandalism* - Damaging, stealing, breaking, destroying or marking up school property or property belonging to another person.

*** Monetary retribution of destroyed or damaged school property will be required of the parents/guardians of the offender(s). If payment is not made, then legal action by the school's administration will be taken.**

False Alarms - Giving a false alarm, verbally or by mechanical means, or tampering with alarm equipment.

Bus Misconduct - Any misconduct by a student which in the opinion of the school bus driver or bus supervisor, is detrimental to the safe operation of the school bus.

Weapon - Includes any of the following, but is not limited to, any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm; any firearms, whether loaded or unloaded; cap guns; simulated guns; pellet guns or BB guns; knives; box cutters; cutting instruments; scissors; mace; simulated weapons; or laser pointers.

Possession - Physical control over property (whether lost, found, or stolen), such as clothing, lockers, bags, and the contents contained therein.

Inappropriate Contact - May include incidental contact when lacking malicious intent or reasonable knowledge of the consequences of his/her behavior.

Cutting Class/Detention - Student leaves/misses class/detention without permission.

Profanity - Any language or gesture that includes swearing, name-calling, or use of words in an inappropriate way.

School Grounds - Area that is inside school boundaries (as defined by the school).

Plagiarism - To use ideas or words of another person as one's own and/or to present an idea taken from a source as new and original or without appropriate acknowledgement or citations.

Gang - Any group of three or more persons whose purposes include commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities, or creation of an atmosphere of fear and intimidation.

Gang Activity - Defined as committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, using any speech or committing any including: soliciting, hazing, initiating others for membership in any gang, and/or committing any other illegal act or other violation of school policy.

Parent Contact - Communication between school administrator via phone, in-person, or email, or referral form sent home with the student.

Parent Conference - Meeting between school administrator, student, and parent(s)/guardian(s) that must occur prior to the student returning to school.

Teachers understand that the above discipline documentation concerns the same behavior with the same teacher within a two week period (10 school days). Teachers must document the interventions they have tried. The teacher will send the documentation, which will include all interventions tried and parental contacts made. Every effort will be made to keep the student in the classroom so as not to lose instructional time. When the administrator handles the situation s/he will remind both the student and the parents of the prior interventions and documentation as listed on the referral form.

Further decisions will be made about administrative interventions and consequences. If the behavior involves chronic insubordination, disobedience, and disrespect, the student may be suspended. This school-wide guide will be consistently used and followed by all faculty and staff, and it is very important that we all honor and support this plan.

Appendix C

Eligibility and Ineligibility for Extra-Curricular Activities and School Sponsored Events*

Eligibility for School Trips (including 8th grade trip), dances (including 8th grade dinner dance), and all extra-curricular activities (sports, clubs, etc.)

Students may not attend dances/special events/extra-curricular activities during a suspension or Saturday School (including weekends), or if they are absent on the day the event occurs. Extenuating circumstances will be reviewed by the Administration. If assigned a Saturday School, the student is ineligible for extra-curricular activities until the Saturday School is served.

Parents and students are reminded that extra-curricular activities constitute an extension of the school's authority over the behavior and actions of students. The Student Code of Conduct clearly explains the consequences of misbehavior under such circumstances.

If a student is suspended, ISS (In-School Suspension) or OSS (Out-of-School Suspension), multiple times and/or charged with a criminal offense, he/she may be required to meet with the Superintendent, principal of corresponding grade level, and parent(s)/guardian(s). At the time of the infraction, the student will be excluded from participation in all extra-curricular activities, based on the leveled system below. The activities listed include, but are not limited to:

- One (1) incident resulting in ISS or OSS of any length of time, the student will be:
 - Ineligible to play or practice on sports teams and extra-curricular clubs during the suspension and is ineligible to play or practice for seven (7) school days after the suspension ends.
- Two (2) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
 - Non-academic trips
 - 8th Grade Trip (current 8th grade students)
 - Talent Shows
 - Ineligible to play or practice on sports teams and extra-curricular clubs for the remainder of the marking period.
- Three (3) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:
 - Non-academic trips
 - 8th Grade Trip (current 8th grade students)
 - Talent Shows
 - Dances and Formals
 - 8th Grade Dinner Dance
 - Sports & Club participation, and/or extra-curricular performance productions
 - Ineligible to play or practice on sports teams and extra-curricular clubs for the remainder of the school year.
 - *In the event of three (3) suspensions of any type during the 4th Marking Period, the administration reserves the right to determine the student ineligible for sports and club participation of any kind for part or all of the following school year.*
- Four (4) separate incidents resulting in ISS or OSS of any length of time, the student will be excluded from:

- Non-academic trips
- 8th Grade Trip (current 8th grade students)
- Talent Shows
- Dances and Formals
- 8th Grade Dinner Dance
- Sports & Club participation, and/or extra-curricular performance productions
- Graduation ceremony participation

Any student (at any grade level) may also be denied grade level privileges based upon the severity of the discipline infraction.

***All consequences are subject to Administrative discretion.**

Academic Standing (#2430)

For purposes of this policy, "Good Academic Standing" means a student does not have (1) grade of "E" or (2) grades of "D" in any of the (4) Core Academic Areas (English Language Arts, Mathematics, Science, and Social Studies), at any of the designated times the Eligibility Reports are prepared.

Extra-curricular activity eligibility is determined at the following (6) points of time during the academic year:

Point of Determination	Eligibility Determination Dates	Next Determination of Eligibility
#1	The day 1st Marking Period Report Cards are sent home.	point of determination #2
#2	The day 2nd Marking Period Interim Reports are sent home.	point of determination #3
#3	The day 2nd Marking Period Report Cards are sent home.	point of determination #4
#4	The day 3rd Marking Period Interim Reports are sent home.	point of determination #5
#5	The day 3rd Marking Period Report Cards are sent home.	point of determination #6
#6	The day 4th Marking Period Interim Reports are sent home.	n/a

If a student is determined to be ineligible due to academics, the student cannot be determined to be eligible again until the next Determination of Eligibility Date.

In the event of excused absences, the student will be given the number of school days of excused absence to make up the work. After that portion of time, eligibility will be determined.

Attendance (in addition to the district attendance policy)

Attendance (#2430)

Attendance Status	Participation Eligibility
unexcused absence*	may not participate in any extra-curricular activity that day/night
unexcused tardy with arrival <u>at or after</u> 11:30 am	may not participate in any extra-curricular activity that day/night
unexcused tardy with arrival <u>prior</u> to 11:30 am	may participate in any extra-curricular activity that day/night
(10) unexcused absences in a Marking Period	may not participate in any extra-curricular activities for the remainder of the marking period
(10) unexcused tardies in a Marking Period (arrival at or after 11:30 am)	may not participate in any extra-curricular activities for the remainder of the marking period
(20) unexcused absences in a Marking Period	may not participate in any extra-curricular activities for the remainder of the school year
(20) unexcused tardies in a Marking Period (arrival at or after 11:30 am)	may not participate in any extra-curricular activities for the remainder of the school year

*An unexcused absence or tardy (as it relates above) on the day the event occurs, which renders a student ineligible for any extra-curricular activity that day/night. ***Should the activity take place on a weekend, an unexcused absence the school day immediately preceding the event will render the student ineligible for said activity.***

The Superintendent shall direct development of detailed regulations to ensure equitable implementation of this policy. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district equity requirements. Participation in academically related coaching or tutoring groups may be exempt from the eligibility requirement at the Superintendent's discretion.