

Student Discipline, Attendance and Other Responsibilities

NPSD administrators hope that parents/guardians and students will discuss this code and the serious implications it has for those who violate basic school rules. Whenever students, parents/guardians and school personnel understand the role and responsibilities of others, good working relationships are developed. Mutual confidence and respect will help to provide a secure place for all North Penn students.

PHILOSOPHY: We, the students, parents/guardians and staff of NPSD, believe that order and discipline are essential to an effective educational environment. Everyone in the school community must play a role in contributing to an orderly environment. An orderly school environment requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary options and responses. To be effective, such a code must:

- Be preventative in nature.
- Promote self-discipline.
- Concern itself with the welfare of the individual as well as that of the school community as a whole.
- Promote a close working relationship between parents/guardians and the school staff.
- Stress the importance of daily school attendance.
- Discriminate between minor and serious offenses as well as between first time and repeated offenses.
- Provide disciplinary responses that are appropriate to the misbehavior.
- Be administered by all in a way that is fair, firm, reasonable and consistent.
- Encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
- Comply with the provisions of federal, state and local law as well as with the guidelines and directives of the Pennsylvania Department of Education.

STUDENT RESPONSIBILITIES: Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected to:

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
3. Attend school daily. When absent, bring in a signed excuse and complete missed school work as required.
4. Be punctual at all times.
5. Maintain personal cleanliness and wear appropriate clothing.
6. Respect school property and help to keep it free from damage.
7. Recognize that teachers and administrators assume the role of "parent/guardian" in matters of behavior and discipline during any school sponsored activities.
8. Make an earnest effort to do his/her best work.
9. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
10. Obey school regulations and rules made by school authorities and by the student governing body.
11. Read this code and seek interpretation of parts not understood.

PARENT/GUARDIAN RESPONSIBILITIES: A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship, parents/guardians are urged to:

1. Exemplify an enthusiastic, supportive attitude toward school and education.
2. Build a good working relationship between themselves and their student, his or her teachers and the school.
3. Teach their student self respect, respect for the law and respect for others and public property.
4. Insist on prompt and regular attendance.
5. Listen to views and observations of all parties concerned before making a decision.
6. Recognize that teachers deserve the same consideration and respect that parents expect from their students.
7. Encourage their student to take pride in his/her appearance.
8. Insist that their student promptly bring home all communication from school.
9. Cooperate with the school in jointly resolving any school-related problems.
10. Set realistic standards of behavior for their students and be firm, fair and consistent in applying them.
11. Help their student learn to deal effectively with negative peer pressure.
12. Provide a place for study and completion of homework assignments.

Parents/Guardians should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

TEACHER RESPONSIBILITIES: Every teacher knows that he or she works every day with this nation's most precious commodity - the future generation. In view of this responsibility, the teacher must:

1. Promote a climate of mutual respect and dignity which will strengthen the student's positive self-image.
2. Plan and conduct a program of instruction that will make learning attractive and interesting.
3. Recognize that some disciplinary problems are caused by student academic frustrations, inadequate teaching and/or insensitive relationships.
4. Utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility.
5. Seek to develop close cooperative relationships with parents for the educational benefit of the student.
6. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
7. Teach the common courtesies by precept and example.
8. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
9. Help students cope with negative peer pressure.
10. Be sensitive to changing behavior patterns.

11. Enable students to discuss their problems with them.
12. Send communications home promptly.
13. Report to the principal any student who jeopardizes his/her own safety, the safety of other students or of the teacher or who seriously interferes with the instructional program of the classroom.
14. Be conscious of ethics in relationship with students, teachers and administrators.
15. Guide students to attain their full potential.
16. Serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law, Section 1317 (see School Laws).
17. Interpret the discipline code to students in their classes.
18. Enforce the code in all areas of the school.

PRINCIPAL RESPONSIBILITIES: As the educational leader of the school, the principal sets the disciplinary climate for the school not only for students but for staff as well. He/she must, therefore:

1. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
2. Evaluate the program of instruction in his/her school to achieve a meaningful education program.
3. Help his/her staff self-evaluate their own procedures and attitudes in relation to the infractions within their classrooms.
4. Develop procedures which reduce the likelihood of student misconduct.
5. Provide the opportunity for students and staff to approach the principal directly for redress of grievances.
6. Work with students and staff to formulate school regulations acceptable to all.
7. Assist staff members to resolve problems which may occur.
8. Work closely with parents to establish a wholesome relationship between home and school.
9. Utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.
10. Establish necessary building security.
11. Assume responsibility for the dissemination and enforcement of the Code of Discipline and Responsibilities and ensure that all discipline cases referred are resolved promptly.
12. Ensure fairness, reasonableness, and consistency.
13. Comply with pertinent state laws governing hearings, suspensions and students' rights.
14. Develop behavior guidelines and an appeals procedure specific to his/her assigned school in harmony with this Code of Student Discipline and Responsibilities.
15. Exercise discretion in dealing with offenses involving primary students (K-3) following consultation with the director of elementary education.
16. Ensure that attendance personnel maintain accurate records and communicate attendance concerns to parents.

DISTRICT ADMINISTRATION RESPONSIBILITIES: As the educational leaders of the school system, the superintendent, assistant superintendent and respective directors must:

1. Reinforce and extend indicated Principal Responsibilities and make them applicable to the school system from grades K-12.
2. Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.
3. Develop and implement an effective Code of Student Discipline and Responsibilities supportable by students, parents, staff and community.

SCHOOL LAWS: (School Laws of Pennsylvania - Public School Code of 1949)

SECTION 1317: Authority of Teachers, Assistant Principals and Principals Over Pupils: Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

SECTION 1318: Suspension and Expulsion of Pupils: Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the Board of School Directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearings, suspension or expulsion may be delegated to a duly authorized committee of the board.

SECTION 1214: Searches: North Penn Search and Seizure Procedures: North Penn School District officials have the right to search students, their possessions, lockers, desks and student-operated motor vehicles subject to the conditions listed: lockers, student desks and other school-owned property provided for storage of students' belongings shall remain under the care and control of the school. Students shall not have any expectation of privacy in the lockers, desks, and storage spaces provided to them. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning. All lockers, student desks and other storage space provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance and searches at the discretion of the principal or the principal's designee.

No locker, student desk or other school-owned storage spaces may be used to store any object whose possession violates the law or the standards stated in the North Penn School District Student Discipline and Attendance Responsibilities Code of Conduct. No student shall lock or impede access to any locker or school-owned storage spaces except with a lock provided by the school. School district officials may search a student's locker, desk or other storage spaces at any time and seize any illegal materials or any other materials which violate the North Penn School District Student Discipline and Attendance Responsibilities Code of Conduct or rules stated in building handbooks. These confiscated materials may be used as evidence against the student in disciplinary and/or legal proceedings.

WEAPONS ON SCHOOL PROPERTY: It is the intent of the North Penn School District to protect the safety of the students and staff by prohibiting the possession/use/transfer of any weapons, real or perceived, on school district property.

Weapons are defined in Section 1317.2 of the Public School Code of 1949, as amended, and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year. (Section 1317.2)

The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.

HARASSMENT: It is the intent of the North Penn School District to prohibit harassment of a sexual, cultural or ethnic nature when made by any member of the school staff to a student or staff member and/or when

made by any student to another student or staff member. All complaints should be directed to an administrator, guidance counselor or other adult in the school. All complaints will be investigated promptly and appropriate action will be taken.

HAZING: For purpose of this policy, hazing shall be defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Reporting: Students, employees, volunteers and parents/guardians who become aware of suspected hazing shall promptly report such activity to the school principal. If the school principal is involved in such activity, the report shall be made to the superintendent. Reports of hazing, which may be submitted in writing or orally, shall be investigated and addressed in a timely manner by the principal or designee. The principal or designee shall prepare a written report summarizing the results of the investigation.

Enforcement and Penalties:

- Students who are found to have violated this policy shall be assigned appropriate disciplinary consequences in accordance with the Code of Student Conduct. Said consequences may include, but are not limited to, suspension from the organization and/or suspension from school.
- Volunteers and district employees who are found to have violated this policy shall be assigned appropriate disciplinary consequences. Said consequences may include, but are not limited to, removal from the position and/or suspension.
- Any individual who engages in hazing may, in addition to receiving consequences imposed by the District, be subject to criminal penalties.

Acceptable Use of Computer Network: The North Penn School District Board of School Directors has adopted Acceptable Use Policy #6166(d) stating the appropriate and acceptable use of the school district computer network, including the district’s connection to the Internet. Violations of this policy are subject to the provisions of the North Penn School District Discipline Code.

RESPONSIBLE USE OF ELECTRONIC DEVICES: In accordance with Board Policy 5131.2, student use of cellular phones, personal music players, laser devices, video or cell phone cameras, and other personal electronic devices, on school premises, during the school day, on the school bus, or at school sanctioned events, is allowed as identified in this regulation.

Allowing electronic device usage and teaching students to use these devices responsibly is a valuable lesson in digital citizenship. The goal is to provide access to the student’s own technology resources during the course of the school day in a controlled fashion. Students are expected to abide by the guidelines while adhering to the digital citizenship guidelines of respecting yourself, respecting others, protecting yourself, protecting others and respecting and protecting intellectual property.

Schools are not responsible for lost, stolen, or damaged personal electronic devices. School district personnel will not provide technical support for the student’s personal device, except to provide guidelines to connect to the North Penn Guest Wireless Network.

All use of electronic devices, personal or district issued, is at the discretion of the teacher and must follow all guidelines as outlined, in the mobile expectations and guidelines for use as well as the district level student handbook.

Students may not possess personal electronic devices during the administration of high stakes tests such as, but not limited to, the PA Keystone Exam and PSSA.

Additionally, students are at all times prohibited from using camera phones or any video recording device to photograph, capture an image of, or video record students or staff without permission on school property, school busses or at school sanctioned events.

If extenuating circumstances exist that require greater access to personal electronic devices than is afforded in this regulation, a parent or guardian may submit a written request to the superintendent, who will then approve or deny the request.

Personal electronic devices may be confiscated at any time if their usage does not comply with the guidelines above or if the device is used for any activity that is a violation of the law or the North Penn School District Discipline Code. Any violation of the guidelines for using personal electronic devices specified in this regulation is subject to disciplinary consequences.

STUDENT BUS REGULATIONS-STUDENTS RIDING SCHOOL BUSES:

The bus driver is in charge of each bus and represents the principal. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips. Students who vandalize or damage a bus may be subject to immediate removal of riding privileges and will be required to pay for all repairs. No skateboards are allowed on the bus at any time. Infractions involving school bus regulations and the Code of Student Discipline and Responsibilities may lead to removal of bus transportation privileges and/or disciplinary action.

DISCIPLINARY STRUCTURE: If a school discipline code is to be effective in reducing discipline problems, student misbehaviors must be put into categories from minor to major and must be related to appropriate disciplinary responses. Through knowledge of such information, students, parents and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary responses, the school insures that its disciplinary practices and procedures are consistent, reasonable, fair and equitable.

In accordance with the above, disciplinary infractions are categorized into four levels. In each level, a sample group of misbehaviors is listed along with a range of possible disciplinary responses. However, because of the nature of certain infractions, particularly in the most serious categories, a specific disciplinary response has been made mandatory.

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ELEMENTARY CODE OF CONDUCT RESPONSES TO STUDENT MISCONDUCT

All examples, procedures and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings. Any student misconduct committed on school district property or at school-related activities at any time including weekends, evenings or vacations is subject to disciplinary action.

Level Description of Behavior	Examples (List is not all inclusive)	Procedures	Disciplinary Responses
<p>Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These choices can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly, and unemotionally.</p>	<ul style="list-style-type: none"> • Acts of plagiarism • Bus disturbance • Cheating or lying • Classroom and/or school tardiness • Disrespectful language or gestures • Disruptive classroom behavior • Entry into unauthorized areas • Inappropriate attire • Inappropriate display of affection • Inappropriate use of technology • Not adhering to classroom expectations • Not at assigned location 	<p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior may require a conference involving the parent/guardian and school team.</p> <p>A record of the offenses and school response is maintained.</p>	<p>Behavioral contract</p> <p>Citation referral to District Justice Conference (in person or phone)</p> <p>Detention</p> <p>Referral to MTSS Team</p> <p>Special assignment</p> <p>Time-out</p> <p>Verbal counseling</p> <p>Verbal reprimand</p> <p>Withdrawal of privileges</p>
<p>Level II misconduct involves behavior whose frequency or seriousness disrupts the learning climate of the school.</p> <p>These choices, 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 responses have 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>	<p>Continuation of unmodified LEVEL I behavior(s):</p> <ul style="list-style-type: none"> • Bullying/Harassment • Failure to serve detention assignments • Gambling • Impersonation of parent/guardian • Insubordination • Possession of tobacco products • Throwing food in cafeteria • Truancy • Using forged notes/excuses • Use of inappropriate or abusive language 	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A record of the offense and the disciplinary action is maintained by the administrator.</p> <p>Parent/Guardian contact is made.</p>	<p>Behavioral contract</p> <p>Citation referral to District Justice Conference</p> <p>Counseling/Referral for Psychological Evaluation</p> <p>Detention</p> <p>Development of Attendance Improvement Plan</p> <p>In-school suspension</p> <p>Modified school day</p> <p>Out-of-school suspension</p> <p>Referral to MTSS Team</p> <p>Referral to outside agency</p> <p>Saturday School</p> <p>Withdrawal of bus privileges</p> <p>Withdrawal of privileges</p>
<p>Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>Many of these acts can be handled by the Code of Conduct mechanism in the school. Responses which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p>	<p>Continuation of unmodified LEVEL I and II behavior(s):</p> <ul style="list-style-type: none"> • Bullying/Harassment (including, but not limited to sexual/cultural/ethnic) • Fighting (simple) • Leaving school without authority • Minor theft • Obscene language or gestures • Possession of paraphernalia (drug or alcohol related) • Threats to other students • Throwing rocks, snowballs, or other harmful objects • Use of chewing tobacco or smoking on school property • Vandalism (minor) 	<p>The administrator initiates responses by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent/guardian about the student's misconduct and the resulting response.</p> <p>A record of offenses and disciplinary actions is maintained by the administrator.</p> <p>Restitution of property and damages are required through the student's own work wherever possible.</p>	<p>Alternative programming</p> <p>Charges under Pennsylvania Civil/Criminal Code</p> <p>Conference and/or hearing</p> <p>Counseling/Referral for Psychological Evaluation</p> <p>Expulsion</p> <p>Homebound instruction</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Referral to District Justice</p> <p>Referral to MTSS Team</p> <p>SAP Referral</p> <p>Temporary removal from class</p> <p>Withdrawal of bus privileges</p>
<p>Level IV misconduct involves 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>Acts which are clearly criminal and are so serious that they always require administrative actions will result in the immediate removal of the student from school, and will involve the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p>	<p>Unmodified LEVEL I, II, or III behavior(s):</p> <ul style="list-style-type: none"> • Arson • Assault/Battery • Bomb threat or false alarm • Deliberately threatening/striking a district employee • Explicit threats/offensive actions (sexual/cultural/ethnic) • Extortion • Major theft/possession/sale of stolen property • Possession/use/transfer of weapons or explosives (real or perceived) and/or conspiracy to deliver • Possessing/furnishing/selling/using/under the influence of unauthorized substances (drugs/alcohol, real or perceived) • Risking a catastrophe • Vandalism (major) 	<p>The administrator verifies the offense, confers with the staff 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 offender.</p> <p>A report is submitted to the superintendent for board action.</p> <p>Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year, (Section 1317.2).</p>	<p>Alternative school</p> <p>Charges under Pennsylvania Civil/Criminal Code</p> <p>Expulsion or other board action which results in appropriate placement</p> <p>Hearing</p> <p>In-school suspension</p> <p>Out of School Suspension</p> <p>Permanent withdrawal of bus privileges</p> <p>Referral for Psychological Treatment</p> <p>Referral to appropriate law enforcement agencies</p> <p>SAP Referral</p>

SECONDARY DISCIPLINARY STRUCTURE STUDENT MISCONDUCT/RESPONSE

All examples, procedures and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings. Any student misconduct committed on school district property or at school-related activities at any time including weekends, evenings or vacations is subject to disciplinary action.

Level	Description of Behavior	Examples (List is not all inclusive)	Procedures	School Responses
	<p>Level I misconduct involves behavior 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. They should be dealt with swiftly, fairly, and unemotionally.</p>	<ul style="list-style-type: none"> • Cheating or lying • Classroom and/or school tardiness • Cutting class • Entry into unauthorized areas • Inappropriate attire • Inappropriate bus behavior • Inappropriate cafeteria behavior • Inappropriate classroom behavior • Inappropriate hallway behavior • Inappropriate language or gestures • Plagiarism • Unauthorized use of electronic devices 	<p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>A record of the offenses and disciplinary action is maintained by the staff member and/or administrator.</p> <p>Staff member must communicate with parent/guardian.</p>	<ul style="list-style-type: none"> Behavioral contract Detention Parent communication Referral to Child Study Team (CST) Special assignment Temporary loss of computer privileges Verbal reprimand Withdrawal of privileges
	<p>Level II misconduct involves behavior 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 response(s) 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"> • Abusive language • Bullying-type behavior • Continuation of unmodified Level I behavior(s) • Forged notes/excuses • Repeated classroom disturbance • Failure to serve detention assignments • Gambling • Hazing • Insubordination • Minor altercation • Possession of tobacco, e-cigarette, vaporizer • Throwing food in cafeteria 	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action. A record of the offense and the disciplinary action is maintained by the administrator.</p> <p>Parent contact is made by both the teacher and the administrator.</p>	<ul style="list-style-type: none"> Behavioral contract Detention Law Enforcement Referral (LER) Parent/Staff conference Referral to Child Study Team (CST) Restitution Saturday School Suspension Teacher/schedule change Withdrawal of privileges
	<p>Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>Many of these acts 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 interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p>	<ul style="list-style-type: none"> • All other forms of harassment/intimidation • Careless driving • Continuation of unmodified Level I/II behavior(s) • Disorderly conduct • Fighting (simple) • Leaving school without authority • Possession of paraphernalia (drug or alcohol related) • Racial/ethnic intimidation • Sexual harassment • Simple assault on staff • Simple assault on student • Theft (minor) • Threatening school official/student • Throwing rocks, snowballs or other harmful objects • Use or sale of tobacco, e-cigarette, vaporizer • Vandalism (minor) 	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A record of offenses and disciplinary actions is maintained by the administrator.</p> <p>Restitution of property and damages is required through the student's own work wherever possible.</p>	<ul style="list-style-type: none"> Law Enforcement Referral (LER) Parent conference and/or hearing Referral to Child Study Team (CST) Restitution Saturday School Suspension Temporary removal from class Withdrawal bus privileges
	<p>Level IV misconduct involves 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>Acts which are clearly criminal and are so serious that they always require administrative actions will result in the immediate removal of the student from school, and will involve the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p>	<ul style="list-style-type: none"> • Aggravated assault on staff/student • Arson • Bomb threats • Continuation of unmodified Level I/II/III behavior(s) • Possession of handgun, rifle/shotgun, knife, cutting instrument, explosive, BB/pellet gun, other weapon or firearm • Possession/use of a controlled substance • Reckless driving on school property • Risking a catastrophe • Sale or distribution of a controlled substance • Sale, possession, use or under the influence of alcohol • Terroristic threats (excluding bomb threats) • Theft (major) • Vandalism (major) 	<p>The administrator verifies the offense, confers with the staff 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 offender.</p> <p>A report is submitted to the superintendent for board action.</p> <p>Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year, (Section 1317.2).</p>	<ul style="list-style-type: none"> All proven offenses in LEVEL IV may result in a mandatory 10-day full suspension with an informal hearing. Alternative placement Expulsion Law Enforcement Referral (LER) Parent hearing Referral to Child Study Team (CST) Withdrawal bus privileges