Classroom Managed--Minor

|  |  |
| --- | --- |
| **Category** | **Definitions and Examples** |
| **Inappropriate Language** | *Any spoken, written or non-verbal communication that insults, mocks, belittles, or slanders another person and/or using inappropriate language*  Examples:   * Put-downs, taunts, or slurs of a non-offensive nature * Offensive communication targeting race, gender, faith, etc…of others “big dummy”, “all your family is dumb”, “stupid”, “ugly”, “shut-up”, “trick”, juggin’ * Making faces * Shooting “a bird” * Calling others students names such as fat, ugly, gay, etc. |
| **Physical Contact** | *Any incidence in which a student engages in inappropriate physical contact with another student and there is no injury*   * Horseplay * Playful grabbing * Pinching * Non-aggressive punching or slapping * Chasing * Shoving * “Not keeping hands/feet to self.” |
| **Disrespect** | *Brief or low-intensity failure to respond to adult requests. Behavior which shows contempt for authority.*   * Not completing work * Sleeping * Talking back * Not following directions * Rolling eyes * Humping shoulders * Tisking |
| **Interruption** | *Any disturbance or interference that takes away from the learning environment.*   * Talking out * Tapping pencils * Repeated noises * Intentional distractions * Pranks * Making messes * Throwing paper wads, etc. |
| **Property Misuse** | *Use of property in a way in which it was not designed that does not cause physical harm or injury to one’s self or others*   * Breaking pencils/crayons * Kicking furniture * Mishandling text books/library books * Tearing up paper, assignments, handouts * Messing with hallway displays |
| **Lying Cheating/Forgery/Theft** | *Student delivers message to an adult that is untrue and/or deliberately violated the rules. Uses dishonest methods to gain academic advantage.*  *Signing someone else’s name or taking credit for something that is not yours.*   * Copying answers from someone else * Not telling the truth to an adult * Not telling all the details of an event. * Taking someone else’s pencil * Turning in someone else’s work as your own * Signing parent’s name * Taking classroom incentives without permission |

Administrator Managed—Major

|  |  |
| --- | --- |
| **Category** | **Definitions and Examples** |
| **Abusive language/Profanity** | Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way |
| **Physical aggression/assault** | Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) |
| **Insubordination/non-compliance/overt defiance** | Student engages in refusal to follow directions, talks, back, and/or delivers socially rude interaction |
| **Harassment/Bullying** | Student delivers disrespectful messages (verbal or gestural) to another person that can include threats and intimidation, obscene gestures, pictures or written notes  *\*Disrespectful messages include negative comments based on race, religion, gender, age, national origin, physical, personal, sexual, cyber, disabilities* |
| **Fighting** | Student is involved in mutual participation in an incident involving physical violence |
| **Extreme Disruption** | Student engages in behavior causing an interruption in a class or activity. Disruption can include:   * Sustained loud talk * Yelling * Screaming * Noise with materials * Horseplay or roughhousing * Sustained out of seat behavior |
| **Property damage/Vandalism** | Student participates in an activity that results in destruction and/or disfigurement of property.   * Writing/painting graffiti on school walls * Carving on desk * Deliberately breaking classroom materials * Throwing desks, chairs, etc. * Tampering with school property or fixtures |
| **Forgery/Theft** | Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission.   * Taking money, calculators, books, or other classroom property * Taking classroom incentives * Taking property that belongs to the school, teachers, and/or students |
| **Gang affiliation display** | Student uses gestures, dress, and/or speech to display affiliation with a gang |
| **Use/possession: drugs/alcohol, tobacco, combustibles** | * Student is in possession of or is using illegal drugs/substances or imitations. * Student is in possession of or is using alcohol. * Student is in possession of or is using tobacco. * Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid) |
| **Bomb threat/false alarm** | Student delivers message of possible explosive materials being on-campus, near campus, and/or pending explosion |
| **Use/possession of weapons** | Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm |
| **Threat (other)** | Student makes a written, spoken, and/or non-verbal threat to another person (student, adult). Threat is considered hostile behavior. |

Location Definitions

|  |  |
| --- | --- |
| **Locations** | **Definition** |
| Classroom | Classrooms used for instructional purposes. |
| Bathroom/restroom | Areas used by students for taking care of personal needs. |
| Bus Loading Zone | The area used for bus loading and unloading. |
| Cafe | The area used for breakfast and lunch. |
| Commons/Common Area/ IB Park | Areas shared by students and staff for specific activities. |
| Gym | Areas used for physical education activities. |
| Hallway | Areas designated for passing from one activity/ class to another. |
| Library | The area designated for research and study. |
| Office | The area used by school staff for primary school business and management |
| Bus | Inside the bus at anytime |
| Playground | The outside area used for recess breaks. |
| Special event/assembly/ field trip | Infrequent activities that occur in and/or out of school. |
| Art Room | The area designated for art classes. |
| Computer Lab | The area designated as the computer and technology classroom. |

Administration-Disciplinary Consequences

|  |  |
| --- | --- |
| **Administrative Decision** | **Definition** |
| Bus Suspension | Consequence for referral results one or more consecutive day(s) period when student not allowed on the bus. |
| Conferenced with Student | Consequence for referral results in student meeting with administrator, teacher, and/ or parent (in any combination). |
| Expulsion/ Zero Tolerance | Consequence for referral results in student being dismissed from school for one or more days. |
| Individualized Instructional Plan | Consequence for referral results in student receiving individualized instruction specifically related to the students problem behaviors. |
| In-School Suspension | Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.  \*More than 30 minutes spent in office with administration or designee |
| Loss of Privilege | Consequence for referral results in student being unable to participate in some type of privilege. |
| Out-of-School Suspension | Consequence for referral results in one or more consecutive day(s) when student is not allowed on campus. |
| Parent Contact/Conference | Consequence for referral results in parent communication by phone, email, or person to person about the problem. |
| Restitution | Consequence for referral results in apologizing and/or compensating for loss, damage, or injury. |
| Saturday School | Consequence for referral results in student attending classes on a Saturday. |
| Time in Office | Consequence for referral results in student spending time in the office away from scheduled activities/classes  \*Less than 30 minutes spent in office with administration or designee. |
| Alternate placement/ other | Student is placed in an alternative program/placement. Other is at administration discretion. |