



**Discipline Regulation
Reference Guide
2019-2020**

Discipline and Code of Conduct Handbook

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Code of Conduct and Consequences for Behavior Offenses

Rockingham County Schools is committed to maintaining safe and orderly schools in order to enhance educational opportunities for all students and to maintain schools as a safe haven. RCS is also committed to providing fair and equitable programs, sanctions and actions to all students. In order to maintain a safe school environment, we rely on our student’s sense of citizenship and responsibility. Any student that has knowledge of criminal behavior or behavior that would threaten the safety of students at school should report the information to the school principal. You may also report safety concerns to **Crime Stoppers** at **349-9683**.

Detailed student behavior standards are established in Board policy series 4300. For complete information on behavior standards, students and parents should consult Board policy and related administrative regulations. These documents are available on the Rockingham County Schools website.

Administrators reserve the right to adjust consequences based on history and circumstances in order to maintain safety. In addition, identified students with special needs may have different sanctions or actions based on their Individualized Education Plan (IEP) and/or based on special education or disability law. The Code of Conduct provides specific infractions and a recommended consequence for each infraction. If you have specific questions or would like copies of Board discipline policies or administrative regulations, please contact school administration.

Minor Behaviors: Discipline incidents that can be handled by the classroom teacher and usually do not warrant a discipline referral to the office.

Major Behaviors: Discipline incidents that may be handled by the administration. Major behaviors may also include chronic or repetitive minor behaviors.

The following abbreviations are used throughout the chart: **OSS-** Out of School Suspension **ISS-** In School Suspension
LTS- Long Term Suspension **Off-**Offense **PC-** Parent Conference **UB –** Unacceptable Behavior **RO –** Reportable Offenses
PD – Persistently Dangerous *******Reportable offense on Annual School Violence Report

- LTS for high school is usually for the remainder of the semester but may continue to the end of the first semester of the next school year in certain circumstances.
- If Law Enforcement is involved, the officer has the discretion to offer Teen Court.

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
018 UB: Unlawfully setting a fire (G.S. 14-277.1)	<u>Major:</u> Student plans and/or participates in malicious burning of property.		10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement
019 UB: Communicating threats (G.S. 14-277.1)	<u>Major:</u> Student makes a threat to harm another person. (Example: Making statements such as, “I am going to kill you.” or making a statement of harming someone with a plan that could cause harm.)	Staff refers student to Instructional Support Staff and Reports information to Administrator	Risk Assessment, 0-10 days OSS, Police Involvement, Possible LTS

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
021 UB: Affray (G.S. 14-33)	<u>Major:</u> Affray consists of the fighting of two or more persons in a public place (this may include unlawful assembly or riot).		<i>1st Offense:</i> Up to 5 days of OSS, Possible Police Involvement <i>2nd Offense:</i> Up to 10 days of OSS, Police Involvement, Possible Alternative School Placement (Middle/High)
022 UB: Disorderly conduct (G.S. 14-288.4(a)(6))	<u>Major:</u> A person who recklessly, knowingly, or intentionally: <ul style="list-style-type: none"> • engages in fighting or in tumultuous conduct; • makes unreasonable noise (noise that causes instruction to cease) and continues to do so after being asked to stop; or • disrupts a lawful assembly of persons. 		Up to 10 days of OSS, Police Involvement
023 UB: Extortion	<u>Major:</u> Extortion involves obtaining money, property, services, or anything of value from a person, entity, or institution, through coercion or intimidation. The actual obtainment of money or property is not required to commit the offense and may include making a threat of violence through verbal, written, or physical threats, coercion, intimidation, or act which refers to a requirement of a payment of money or property to halt future violence is sufficient to commit the offense. It may involve the infliction of something such as pain and suffering or making somebody endure something unpleasant to obtain the money or property.		<i>1st Offense:</i> Up to 3 days OSS, Restitution, Police Involvement <i>2nd Offense:</i> Up to 5 days OSS, Restitution, Police Involvement <i>3rd Offense:</i> 6-10 days OSS, Restitution, Police Involvement
024 UB: Fighting	<u>Major:</u> Fighting can occur when two individuals willfully engage in major physical contact, that may or may not result in injury, including, but not limited to hitting, slapping, punching, kicking with the intent to harm.		<i>1st Offense:</i> 1 to 3 days OSS, <i>2nd Offense:</i> Up to 5 days OSS, <i>3rd Offense:</i> Up to 10 days OSS * Possible Police Involvement (Grades 6-12), Possible Alternative School Referral (Grades 6-12)
025 UB: Harassment - verbal	<u>Major:</u> Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.		<u>Elementary:</u> <i>1st Offense:</i> In School Consequences up to 1 days of OSS <i>2nd Offense:</i> In School Consequences up to 2 days of OSS <i>3rd offense:</i> Up to 3 days of OSS <u>Secondary (Middle and High School):</u> <i>1st Offense:</i> In school consequence up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
026: Hazing	<p><u>Major:</u> Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student. This includes, but is not limited to any situation which: creates a risk of injury to any individual or group, causes discomfort to any individual or group, causes embarrassment to any individual or group, involves harassment of any individual or group, involves degradation of any individual or group, involves humiliation of an individual or group, involves ridicule of an individual or group.</p> <p>Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in an organization. It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavors.</p>		<p><u>Elementary:</u> <i>1st Offense:</i> In School Consequences up to 1 days of OSS <i>2nd Offense:</i> In School Consequences up to 2 days of OSS <i>3rd offense:</i> Up to 3 days of OSS</p> <p><u>Secondary (Middle and High School):</u> <i>1st Offense:</i> In school consequence up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS</p>
027 UB: Aggressive behavior	<p><u>Minor:</u> Student engages in non-serious, but inappropriate physical contact (ex. flicking, grabbing, pushing, all with no injury)</p> <p><u>Major:</u> Physical aggression can occur between two individuals or be a one-sided incident in which students are engaging in minor physical contact, not resulting in an injury, with at least one person demonstrating anger, and includes, but is not limited to behaviors such as grabbing, punching, shoving, kicking, or throwing objects.</p>	<p>Teacher Conference with Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Team Teacher Supervision-supervised time outside of class in team classroom</p> <p>School Counselor/Guidance Referral</p>	<p><u>Elementary:</u> <i>1st Offense:</i> In school consequence up to 2 days OSS <i>2nd Offense:</i> In school consequence up to 2 days OSS <i>3rd Offense:</i> UP to 3 days of OSS</p> <p><u>Secondary (Middle and High School):</u> <i>1st Offense:</i> In school consequence up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
027 UB: Aggressive behavior (continued)		Administrative Conference For elementary: Supervised playground activity Referral to SSMT/MTSS Team Consider FBA/BIP through SSMT/MTSS Team	
028 UB: Honor code violation	<p><u>Major:</u> Plagiarism: Portrayal of another’s work or ideas as one’s own.</p> <ul style="list-style-type: none"> Buying a paper off the internet and turning it in as if it were your own work Improperly citing references on a works cited page or within the text of a paper <p>Cheating: Using unauthorized notes or study aides, allowing another party to do one’s work/exam as one’s own, or submitting the same or similar work in more than one course without permission from the course instructors.</p> <ul style="list-style-type: none"> Taking an exam for another person Looking off another person’s exam for answers Bringing and using unauthorized notes during an exam <p>Fabrication: Falsification or creation of data, research, or resources; or altering a graded work without the prior consent of the course instructor.</p> <ul style="list-style-type: none"> Making up a reference for a works cited page Making up statistics or facts for academic work <p>Aid of Academic Dishonesty: Intentionally facilitating plagiarism, cheating, or fabrication.</p> <ul style="list-style-type: none"> Helping another person do a take home exam Giving answers to an exam Collaborating with others on work that is supposed to be completed independently <p>Lying: Deliberate falsification with the intent to deceive in written or in verbal form as it applies to an academic submission.</p> <p>Bribery: Providing, offering, or taking rewards in</p>		<p><i>1st Offense:</i> “No Credit” for assignment; In school consequence up 3 days of ISS <i>2nd Offense:</i> “No Credit” for assignment; Up to 3 days of OSS *Standardized assessment scores (EOG, EOC) would cause for more severe consequence of 0-10 days OSS, Possible LTS)</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
028 UB: Honor code violation (continued)	<p>exchange for a grade, an assignment, or the aid of academic dishonesty.</p> <ul style="list-style-type: none"> • Paying a student to do work on your behalf • Attempting to pay a teacher to change a grade <p>Threat: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.</p> <p>Resubmission: Completing original work for one class and then resubmitting the work, in full or in part, to another class without permission from both instructors and/or without proper citation.</p>		
029 UB: False fire alarm	<p><u>Major:</u> An emergency alarm, such as a fire alarm, that is set off unnecessarily. It may also include a signal or warning that is groundless.</p>		Up to 10 days of OSS, Police Involvement, Possible LTS and/or Alternative Placement (for middle/high school)
030 UB: Truancy	<p><u>Major:</u> Truancy is any intentional unauthorized or illegal absence from compulsory education. It is absences caused by students of their own free will, and does not refer to legitimate "excused" absences, such as ones related to medical conditions or religious observance.</p>	Schools encourage students by creating incentives to promote attendance and promptness to class. Contact your child's school for attendance incentives.	<p><u>Elementary</u> <i>Require parents to come in school and sign in student upon arrival.</i></p> <p><i>15 and beyond (tardies, skipping, late to class, etc):</i> Parent interventions agreed upon by principal and school social worker; disciplinary actions may be assigned by administration.</p> <p><u>Secondary (Middle/High)</u> <i>Consequences start over at the beginning of each nine weeks.</i></p> <p><i>15 and beyond (tardies, skipping, late to class, etc):</i> 3 days of OSS</p> <p>Excessive tardiness may result in loss of school privileges to include, but not limited to, the following: driving privileges on campus, attendance at athletic and extra-curricular events, club participation, exam exemptions, lunch detention, and after school detention, and prom.</p> <p><u>All Levels:</u> Failure to comply with imposed consequences is a violation of Board policy and may result in addition consequences, including loss of privileges and OSS.</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
031 UB: Dress code violation	<p><u>Minor:</u> Student wears clothing that is not within the dress code guidelines defined by the school/district.</p> <p><u>Major:</u> 4th offense of student wearing clothing that is not within the dress code guidelines defined by the school/district.</p> <p>Dress code violation is defined as appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the student or others is prohibited by the Rockingham County Schools Board of Education. Articles of clothing, which are offensive to race, creed, color, or sex will not be permitted.</p>	<p>Teacher Conference with Student</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>School Counselor Referral</p> <p>Administrative Conference</p> <p>Dress Code Check each morning by Principal during announcements</p>	<p><u>Elementary:</u> In school consequence, Guidance Intervention, Parent Contact</p> <p><u>Middle/High School</u> <i>1st Offense:</i> Warning, Parent Contact <i>2nd Offense:</i> Up to 1 day of ISS <i>3rd Offense:</i> Up to 2 days of ISS, Parent Conference</p>
032 UB: Inappropriate language/disrespect	<p><u>Minor:</u> Student engages in low intensity instance of inappropriate language not necessarily directed at another person (student using inappropriate language in conversation)</p> <p><u>Major:</u> Verbal messages that include profanity, name calling or use of words in an inappropriate way directed to someone, or about someone, that demonstrate disrespect toward another person.</p> <p>Inappropriate language is defined vulgar or abusive spoken language or written language, such as profanity. It does not necessarily have to be directed at a person to be considered as such.</p> <ul style="list-style-type: none"> • Profanity: Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message. • Obscene/Offensive Gestures: Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message. • Derogatory Written Materials: Having any written material or pictures that convey an offensive, racial, obscene, or sexually suggestive message. • Directed at Staff Member: Writing, 	<p>Teacher Conference with Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Referral to School Counselor</p>	<p><u>Elementary:</u> <i>1st Offense:</i> In school consequence up to 1 days OSS <i>2nd Offense:</i> In school consequence up to 2 days OSS <i>3rd Offense:</i> UP to 3 days of OSS</p> <p><u>Secondary (Middle and High School):</u> <i>1st Offense:</i> In school consequence up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
032 UB: Inappropriate language/ disrespect (continued)	<ul style="list-style-type: none"> saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward a staff member. <p>Disrespect toward others is defined as inappropriate comments or physical gestures directed toward other persons (see above definitions).</p>		
033 UB: Insubordination (Other Terminology- Defiance)	<p><u>Minor:</u> Refusing to follow directions by talking back or verbally arguing with a staff member or engaging in passive non-compliance (ignoring) for a specific behavior(talking back, not following directions, ignoring a staff member direction)</p> <p><u>Major:</u> Repetition (3 or more) of minor defiance, or defiant behavior that severely disrupts the learning environment and/or poses a safety issue</p> <p>Insubordination is defined as refusing to follow a reasonable request to a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance. This can include, but is not limited to, walking away when an adult is speaking to you, talking back to an adult, refusal to work in class, refusal to report to the office, refusal to allow a search. (Policy code #4342)</p> <p>A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.</p> <ul style="list-style-type: none"> Failure to comply with proper and authorized direction or instruction of a staff member: Failure to follow any authorized direction given by a staff member. Refusal to work in class: Failing to do assigned work during class. Refusal to participate in detention In-School Alternatives: Failure to report to in-school alternatives as directed by a staff member. Refusal to report to office: Failure to report to the administrative office as directed by a staff member. Walk Away: Leaving while a staff 	<p>If a student is noncompliant and demonstrates loud verbal or nonverbal behaviors that interrupt instruction, staff members redirect, restate the expectations, and give student time to comply.</p> <p>Referral to Instructional Support Staff</p> <p>Teacher Conference with Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Team Teacher Supervision-supervised time outside of class in team classroom</p> <p>Referral to Instructional Support Staff (i.e. School Counselor, School Psychologist, Social Worker)</p>	<p><u>Elementary:</u> <i>1st Offense:</i> In school consequence up to 1 day of ISS <i>2nd Offense:</i> In school consequence up to 2 days ISS <i>3rd Offense:</i> Up to 3 days of OSS</p> <p><u>Secondary (Middle and High School):</u> <i>1st Offense:</i> Up to 1 days of ISS <i>2nd Offense:</i> Up to 2 days of OSS <i>3rd Offense:</i> Up to 5 days of OSS</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
033 UB: Insubordination (continued)	<ul style="list-style-type: none"> member is talking to you. Talking Back: Responding in an argumentative manner to a staff member. 		
034 UB: Gambling	Major: Student is playing games of chance for money; making a bet.		<p>Elementary: (possible police involvement) <i>1st Offense:</i> In School Consequence <i>2nd Offense:</i> In School Consequence, up to 2 days OSS <i>3rd Offense:</i> Up to 3 days of OSS</p> <p>Secondary (Middle and High School) : <i>1st Offense:</i> In School Consequence, up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS</p>
035 UB: Falsification of information	<u>Minor:</u> Student delivers message that is untrue. Student has signed a person's name without the person's permission or used an electronic device to manipulate or change a document. (If student changes grades- please see Honor Code Violation Section.)		<i>1st Offense:</i> In School Consequence up to 2 days of OSS <i>2nd Offense:</i> Up to 3 days of OSS
036 UB: Theft	<p><u>Minor:</u> Student is in possession of, having passed on or being responsible for removing someone else's property (Example (s): Pencils, lunch, milk)</p> <p><u>Major:</u> Student is in possession of, having passed on or being responsible for removing someone else's property (Example (s): Shoes, jacket, cellphone, computer)</p>	<p>Teacher Conference with Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Team Teacher Supervision- supervised time outside of class in team classroom</p> <p>School Counselor/Guidance Referral</p> <p>Administrative Conference</p>	<p>Larceny or theft of money or property (whose value is less than \$100):</p> <p><i>1st Offense:</i> Up to 3 days OSS, Restitution, Police Involvement <i>2nd Offense:</i> Up to 5 days OSS, Restitution, Police Involvement <i>3rd Offense:</i> 6-10 days OSS, Restitution, Police Involvement</p> <p>Larceny or theft of money or property (whose value exceeds \$100):</p> <p><i>1st Offense:</i> 3-5 days of OSS, Restitution, Police Involvement <i>2nd Offense:</i> 6-10 days of OSS, Restitution, Police Involvement</p>
037 UB: Bus misbehavior	See document listed below this code of conduct	See document listed below this code of conduct	See document listed below this code of conduct

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
038 UB: Harassment - sexual	<p><u>Major:</u> Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:</p> <p>Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance; limiting a student’s ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment. Any of the following can be considered sexual harassment:</p> <ul style="list-style-type: none"> A. Offensive Touching: Inappropriate fondling; placing hands on another person’s private parts. B. Sexual Harassment: Verbal or physical abuse of a sexual nature. C. Indecent Exposure: Intentional exposure of private parts of one’s body (including “mooning”). <p>Rape or Attempted Rape: Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear. (See Reportable Offense)</p>		Up to 10 days of OSS, Police involvement, Possible LTS
039 UB: Property damage	<p><u>Minor:</u> Student deliberately impairs the usefulness of property. (Examples may include: breaks a pencil, dumping tissue role in the toilet, placing paper towels on the mirrors, etc.)</p> <p><u>Major:</u> Student participates in an activity that results in substantial destruction or disfigurement of property. This includes: Malicious injury to property or school bus (less than \$100) and property of damage of \$100. Repetition of minor property damage that severely disrupts the learning environment and/or poses a safety issue. (Examples may include: Damage to seats to on buses, breaking chromebooks, writing on the walls (graffiti), breaking toilet fixtures)</p>	<p>Teacher Conference with Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Team Teacher Supervision-supervised time outside of class in team classroom</p> <p>School Counselor/Guidance Referral</p> <p>Administrative Conference</p>	<p>Property damage in less than \$100:</p> <p><i>1st Offense:</i> 0-3 days OSS, Restitution, Police Involvement</p> <p><i>2nd Offense:</i> 3-5 days OSS, Restitution, Police Involvement</p> <p><i>3rd Offense:</i> 6-10 days OSS, Restitution, Police Involvement</p> <p>Property damage in excess of \$100:</p> <p>0-10 days OSS, Police Involvement, Restitution</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
040 UB: Inappropriate items on school property	<p><u>Minor:</u> Possession of any object that could disrupt the normal order of school to include but not limited to personal security alarms, look-a-like beepers, toys, use of a recording device without permission, radio)</p> <p><u>Major:</u> Student is in possession of substances/objects readily capable of causing bodily harm and/ or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). This may also include: Possession of a slingshot, a pocketknife, penknife, Swiss army knife having a blade less than 2.5 inches long, fireworks, bullets, or any other similar weapon or destructive device. Possession of a “look-alike” weapon.</p>	<p>Teacher Conference with Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Administrative Conference</p>	<p><i>1st Offense:</i> 1-5 days OSS, Police Involvement</p> <p><i>2nd Offense:</i> 5-10 days OSS, Police Involvement, Alternative School Option (for middle and high school</p>
041 UB: Possession of tobacco	<p><u>Major:</u> Possessing, or attempting to possess, any tobacco related substance (including all e-cigarettes i.e. JUULS, vape pens, e-hookahs, atomizers)</p>		<p>Elementary:</p> <p><i>1st Offense:</i> Confiscation of device & consultation with SRO; in-school consequence/parent contact</p> <p><i>2nd Offense:</i> 1 day of OSS</p> <p><i>3rd Offense:</i> Up to 3 days of OSS</p> <p>Secondary (Middle and High School):</p> <p><i>1st Offense:</i> Confiscation of device & consultation with SRO; 1-2 days of ISS and completion of educational/prevention modules</p> <p><i>2nd Offense:</i> Up to 3 days of OSS</p> <p><i>3rd Offense:</i> Up to 10 days of OSS</p>
042 UB: Disruptive behavior (continued to next page)	<p><u>Minor:</u> Student engages in low-intensity behaviors that are distracting to others or briefly interrupt instruction (ex. talking out of turn, making noises, making noises with materials). Examples:</p> <ul style="list-style-type: none"> • Chronic Talking: Repeated talking in the classroom without permission. • Refusing to Remain in Seat: Getting out of seat or moving seat without permission of staff member. • Making Noises: Making any unnecessary noise. • Chronic Lack of Supplies: Repeatedly reporting to class lacking necessary material such as books, class supplies, etc. <p>*Continue to next page for Major Disruptive Behavior Description</p>	<p>Warning</p> <p>Loss of privileges</p> <p>Use of Student Problem-Solving worksheet</p> <p>Seat change</p> <p>Parent contact</p> <p>Teacher conference with student</p> <p>Confiscation of item</p> <p>Parent/guardian involvement</p> <p>Phone call/ letter to parent or guardian</p> <p>In-Class Calm Down Time</p> <p>Team Time- supervised by another team teacher out of class</p>	<p>Elementary:</p> <p><i>1st Offense:</i> Parent Contact</p> <p><i>2nd Offense:</i> In school consequence</p> <p><i>3rd offense:</i> Up to 2 days OSS</p> <p>Secondary (Middle and High School):</p> <p><i>1st Offense:</i> Up to 1 day of ISS</p> <p><i>2nd Offense:</i> Up to 2 days of ISS</p> <p><i>3rd Offense:</i> Up to 3 days of OSS</p> <p>In the event that the disruption does not abate immediately or if the administrator deems it appropriate, law enforcement may be called.</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
042 UB: Disruptive Behavior (continued)	<p>*See previous page for Minor Disruptive Behavior Description.</p> <p>Major: Behavior causing a significant interruption in a class or activity. This behavior would cause instruction to cease. Disruption includes, but is not limited to: (sustained loud talk, yelling, or screaming; extreme noise with materials in which one cannot hear conversation). This may include inciting or participating in Student Disorder. This may include leading or participating in any activity that has as its purpose the disruption of school business or which significantly affects the educational process:</p> <ul style="list-style-type: none"> • Throwing Objects: Throwing any object in any part of the school, bus, or school grounds, unless directed by a staff member pursuant to instructional purposes. • Horseplaying: Rough or noisy play or pranks. Horseplay is rough play involving one or two individuals engaged in physical contact without aggression or • Anger: For the purpose of amusement for both involved individuals with no intent to harm. • Leaving Without Permission: Leaving the classroom, building or assigned area without obtaining approval of the teacher and/or the administrator. • Shoving and/or Kicking: Willfully pushing and or kicking objects. 	<p>If a student continues to engage in disruptive behavior and demonstrates loud verbal or nonverbal behaviors that interrupt instruction, staff members should redirect, restate the expectations, and give the student time to comply.</p> <p>Referral to Instructional Support Services Staff</p>	<p>Elementary: <i>1st Offense:</i> Parent Contact <i>2nd Offense:</i> In school consequence <i>3rd Offense:</i> Up to 2 days OSS</p> <p>Secondary (Middle and High School): <i>1st Offense:</i> Up to 1 day of ISS <i>2nd Offense:</i> Up to 2 days of ISS <i>3rd Offense:</i> Up to 3 days of OSS</p> <p>In the event that the disruption does not abate immediately or if the administrator deems it appropriate, law enforcement may be called.</p>
044 UB: Assault on student	<p>Major: Assault on a student means to cause injury of any kind to a student while a student is at any school sponsored function on or off campus during or after regular school hours.</p>		<p>Elementary: Up to 10 days of OSS, Police Involvement</p> <p>Secondary (Middle/High School) 3 to 10 days of OSS, Police Involvement, Possible LTS</p>
045 UB: Assault - other	<p>Major: Actions involving serious physical contact where minor injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching)</p>		<p>Elementary: Up to 10 days of OSS, Police Involvement</p> <p>Middle/High School: Up to 10 days of OSS, Police Involvement.</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
046 UB: Possession of counterfeit items 21	<u>Major:</u> "Counterfeit item" means any goods, components of goods, or services made, produced, or knowingly sold or knowingly distributed that use or display a counterfeit mark.		<u>Elementary:</u> Up to 10 days of OSS, Police Involvement <u>Middle/High School:</u> Up to 10 days of OSS, Police Involvement, Alternative School Placement; LTS/SCORE referral
047 UB: Use of counterfeit items	<u>Major:</u> "Counterfeit item" means any goods, components of goods, or services made, produced, or knowingly sold or knowingly distributed that use or display a counterfeit mark.		<u>Elementary:</u> Up to 10 days of OSS, Police Involvement <u>Middle/High School:</u> Up to 10 days of OSS, Police Involvement, Alternative School Placement; LTS/SCORE referral
051 UB: Possession of a chemical or drug paraphernalia	<u>Major:</u> Student has possession of items that can be used for chemical or drug intake such as syringes, crack pipes, bongos, or anything that can be hinged on the determination of 'primary use.' (i.e. an item that has drug residue or is sold explicitly for drug use). This may also include chemicals to make, cultivate, or manufacture drugs (i.e. including equipment or chemicals).		Up to 10 days of OSS, possible LTS and/or Alternative School Placement
052 UB: Bullying	<u>Major:</u> Bullying is defined as repeated, willful, and deliberately direct or indirect behaviors intended to physically or psychologically intimidate or distress, with negative intent, a person in a less powerful position than the bully. Cyber-bullying is the use of information and communication technologies, such as email, cell phones, text messaging, etc., by an individual or group of individuals to bully another person and that interrupts the school day. (Reference policy 1710/4021/7230.)	Teacher Conference with Student Seat Change Loss of privileges Parent/Guardian Contact Conference with Parent Team Teacher Supervision-supervised time outside of class in team classroom School Counselor Referral Administrative Conference For elementary: Supervised playground activity	<u>Elementary:</u> <i>1st Offense:</i> In School Consequence up to 1 day of OSS <i>2nd Offense:</i> Up to 2 days OSS <i>3rd Offense:</i> Up to 3 days of OSS <u>Middle/High School:</u> <i>1st Offense:</i> Up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
058 UB: Other School Defined Offense	<p>Recommended not to use this code in RCS. Use only with caution.</p> <p><u>Minor:</u> Student engages in any other minor problem behaviors that do not fall within the above categories.</p> <p><u>Major:</u> Student engages in any other minor problem behaviors that do not fall within the above categories</p>	<p>Recommended not to use this code in RCS. Use only with caution.</p>	<p>Recommended not to use this code in RCS. Use only with caution.</p>
059 UB: Being in an unauthorized area	<p><u>Major:</u> Student deliberately goes in an area that they are not allowed. (Example: walking around school building, student has a bathroom pass and is found in media center)</p>		<p><i>1st Offense:</i> In school consequence <i>2nd Offense:</i> Up to 2 days of OSS <i>3rd Offense:</i> Up to 3 days of OSS</p>
060 UB: Cell phone use	<p>See the District Polices on the use of Cell Phones & Technology Acceptable Use</p>	<p>See the District Policies on the use of Cell Phones & Technology Acceptable Use</p>	<p>See the District Policies on the use of Cell Phones &Technology Acceptable Use</p>
061 UB: Disrespect of faculty/staff	<p><u>Minor:</u> Student engages in brief or low-intensity failure to respond to adult requests by the following behaviors (ex. Engaging in verbal retort back to a staff member, making inappropriate comments or gestures)</p> <p><u>Major:</u> Student engages in use of profanity directed at a staff member/teacher in verbal or written form and continuing to argue after multiple redirections.</p>	<p>Teacher pause</p> <p>Cross Teaming</p> <p>Cool Down</p> <p>Restate request</p> <p>Redirection</p> <p>Teacher Conference w/Student</p> <p>Seat Change</p> <p>Loss of privileges</p> <p>Parent/Guardian Contact</p> <p>Conference with Parent</p> <p>Team Teacher Supervision</p> <p>Supervised time outside of class in team classroom</p> <p>School Counselor/Guidance Referral</p> <p>Administrative Conference</p> <p>Supervised playground activity</p>	<p>Elementary:</p> <p><i>1st Offense:</i> Parent Contact and In School Consequence up to 1 day of OSS</p> <p><i>2nd Offense:</i> In School Consequence up to 2 days of OSS</p> <p><i>3rd Offense:</i> Up to 3 days of OSS</p> <p>Secondary (Middle/High School):</p> <p><i>1st Offense:</i> In School Consequence up to 3 days of OSS</p> <p><i>2nd Offense:</i> In School Consequence up to 5 days of OSS</p> <p><i>3rd Offense:</i> In School Consequence up to 10 days of OSS</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
062 UB: Do NOT Use	PowerSchool has requested the code not be used.		
063 UB: Excessive display of affection	<p><u>Minor:</u> Student engages in appropriate contact (hug or kiss).</p> <p><u>Major:</u> Student engages in inappropriate (as defined by school) verbal and/or physical gestures/ contact, of a sexual nature to another student/adult, either consensual or non-consensual.</p>	Communicate School Wide Expectations	<p><i>1st Offense:</i> In School Consequence up to 2 days of OSS</p> <p><i>2nd Offense:</i> Up to 3 days of OSS</p> <p><i>3rd Offense:</i> Up to 5 days of OSS</p>
064 UB: Excessive tardiness	<p><u>Major:</u> Failure to be in place of instruction at the required starting time (Example did not report to class by required starting time)</p> <p>(Tardies 1-11 are coded in "Late to Class")</p>	Schools encourage students by creating incentives to promote attendance and promptness to class. Contact your child's school for incentives for attendance.	<p><u>Elementary</u> <i>Parent is required to come in upon arrival and sign student in at the office for all tardies.</i></p> <p><i>*NOTE: Tardies 1-11 are coded in "Late to Class"</i></p> <p><u>Elementary School:</u> <i>12 tardies and Beyond: Student is ineligible for ANNUAL perfect attendance award; disciplinary actions could be assigned by administration (i.e., ISS, after-school detention, silent lunch, etc. at principal discretion), Involvement of School Social Worker</i></p> <p><u>Middle School:</u> <i>Consequences start over at the beginning of each six week period. Parent is required to come in upon arrival and sign student in at the office for all tardies.</i></p> <p><i>12 tardies and Beyond: Student is ineligible for ANNUAL perfect attendance award; disciplinary actions could be assigned by administration (i.e., ISS, after-school detention, silent lunch, etc. at principal discretion), Involvement of School Social Worker</i></p> <p><u>High School</u> <i>Consequences start over at the beginning of each nine weeks.</i></p> <p><i>12 tardies: Up to 2 Days of OSS, Involvement of School Social Worker</i></p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
065 UB: No Immunization	Student does not have correct immunizations as listed in the Parent Handbook.	Parent Contact	Non-compliance of requirements for immunization law within 30 days of school entry is reason for suspension from school.
066 & 067	<i>For clarification purposes .Do NOT use. Please see another appropriate code</i>		
068 UB: Mutual sexual contact between two students	<u>Major:</u> Sexual activity involving willing participants on school property or during a school function.		Up to 10 days of OSS, *LTS may be used in extreme violations at administrator discretion.
069 UB: Other	<u>Minor:</u> Student engages in any other minor problem behaviors that do not fall within the above categories <u>Major:</u> Student engages in any other major problem behaviors that do not fall within the above categories	Recommended not to use this code in RCS. Use only with caution.	Recommended not to use this code in RCS. Use only with caution.
070 UB: Use of tobacco	<u>Major:</u> Use (smoking, dipping) or possession of tobacco products, including e-cigarettes, (i.e. JUULS, vape pens, e-hookahs, atomizers or any other instrument used to deliver chemical substances to be inhaled or otherwise absorbed into the body) on school property or at a school events.		Elementary: <i>1st Offense:</i> Confiscation of device & consultation with SRO; in-school consequence/parent contact <i>2nd Offense:</i> 1 day of OSS <i>3rd Offense:</i> Up to 3 days of OSS Secondary (Middle and High School): <i>1st Offense:</i> Confiscation of device & consultation with SRO; 1-2 days of ISS and completion of educational/prevention modules <i>2nd Offense:</i> Up to 3 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS
071 UB: Assault on non -student w/o weapon & not resulting in serious injury	<u>Major:</u> Exchanging mutual physical contact between students by pushing, shoving, or hitting with or without injury with a person who is not a student on RCS property or at an RCS function.		Up to 10 days of OSS, Police Involvement, possible LTS and or Alternative School Referral/Placement
072 UB: Assault on student w/o weapon & not resulting in serious injury	<u>Major:</u> An assault is viewed as one person physically attacking another when there is a clear victim. Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike another person either alone or in combination with another student (s).		Up to 10 days of OSS, Police Involvement, possible LTS and or Alternative School Referral/Placement

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
074 UB: Cutting Class	<u>Major:</u> Cutting class involves attending school but not going to class (student remains on campus).	Schools encourage students by creating incentives to promote attendance and promptness to class. Contact your child's	<p>Elementary In school consequence and parent contact</p> <p>Middle School <i>1 to 2 Times:</i> In school consequences and phone parent</p> <p><i>3-4 Times:</i> Up to one day of ISS and parent phone call</p> <p><i>5 or More:</i> Up to 3 days of ISS and parent phone call</p> <p>High School <i>1-2 Times:</i> In school consequence and parent phone call</p> <p><i>3-4 Times:</i> up to one day of ISS and parent phone call</p> <p><i>5 or More:</i> Up to 3 days of ISS and parent phone call</p>
075 UB: Skipping school	Student leaves campus without permission (left school without permission) for any length of time.	Schools encourage students by creating incentives to promote attendance and promptness to class. Contact your child's school for incentives for attendance.	<p>Elementary In school consequence and parent contact</p> <p>Middle School: <i>1 Time:</i> In school consequence and parent phone call <i>2 Times:</i> Up to one day of ISS <i>3 – 4 Times:</i> Up to 2 day 2 of ISS and parent phone call <i>5 or More Times:</i> Up to 3 days of ISS and parent phone call</p> <p>High School <i>1 Time:</i> In school consequence and parent phone call <i>2 Times:</i> Up to one day of ISS <i>3 – 4 Times:</i> Up to 2 day 2 of ISS and parent phone call <i>5 or More Times:</i> Up to 3 days of ISS and parent phone call</p>
076 UB: Do not Use	PowerSchool has requested this code not be used.		
077 UB: Physical exam	Student does not have required physical exams to attend school		See School Policy regarding Kindergarten Immunization and Physical Requirements.

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
078 UB: Late to class	<p><u>Minor:</u> Failure to be in place of instruction at the assigned time without a valid excuse. (Late to class 1-9)</p> <p><u>Major:</u> Failure to be in place of instruction at the assigned time without a valid excuse more than 10 times. (Note: 12 or more more times, use code Excessive Tardiness UB 064)</p>	<p>Schools encourage students by creating incentives to promote attendance and promptness to class.</p> <p>Contact your child's school for incentives for attendance.</p>	<p>Elementary <i>Parent is required to come in upon arrival and sign student in at the office for all tardies.</i></p> <p><i>1-4 Times:</i> Parents receive a reminder note <i>5 Times:</i> Tardy procedures requiring parent signature will be sent home <i>10-11 Times:</i> Contact by principal or designee with agreed upon interventions. <i>12 Times and Beyond:</i> See Excessive Tardiness (UB 064)</p> <p>Middle School: <i>Consequences start over at the beginning of each six week period. Parent is required to come in upon arrival and sign student in at the office for all tardies.</i></p> <p><i>1-4 Times:</i> Parents receive a reminder note <i>5 Times:</i> Tardy procedures requiring parent signature will be sent home <i>10-11 Times:</i> Contact by principal or designee with agreed upon interventions. <i>12 Times and Beyond:</i> See Excessive Tardiness (UB 064)</p> <p>High School <i>Consequences start over at the beginning of each nine weeks.</i></p> <p><i>1-4 Times:</i> Warning/Call home (Alert Now or Personal) <i>5-8 Times:</i> 1 Period of ISS <i>9-11 Times:</i> 1 Day of ISS <i>12 Times:</i> See Excessive Tardiness (UB 064)</p>
079 UB: Gang activity	<p><u>Major:</u> A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as its primary activities the commission of criminal acts and having a common name, identifying sign, colors or symbols.</p> <p><u>Conduct prohibited by this policy includes:</u></p> <ul style="list-style-type: none"> • Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos, (see on next page-continued) 		<p><i>1st Offense:</i> Parent Contact, In school consequence up to 2 days of OSS, possible police involvement <i>2nd Offense:</i> Parent Contact, Up to 5 days of OSS, possible police involvement <i>3rd Offense:</i> Up to 10 days of OSS, LTS, possible police involvement</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
079 UB: Gang activity (continued)	<p>and body markings, or other items, or bring in possession of literature that show affiliation with a gang, or is evidence of membership or affiliation in any gang or with the purpose of promoting gang affiliation;</p> <ul style="list-style-type: none"> • Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation; • Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans; • Requiring payment of protection, money, or insurance, or otherwise intimidating or threatening any person related to gang activity; • Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; • Soliciting others for gang membership; • Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that related to gang activity. 		
080 UB: Discrimination	<p>Major: The Code of Student Conduct defines bias motivated behaviors as behavior offenses committed against a person or property which is motivated by the offender’s bias, a negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.</p> <p>Disability bias is defined as a bias based on physical or mental impairments/challenges, temporary or permanent, congenital or hereditarily acquired, accident, injury, advanced age or illness.</p> <p>Ethnicity/National Origin Bias is defined as a bias toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.</p> <p>Hate crime is defined as bias behavior that is a criminal offense.</p> <p>(see continued on next page)</p>		<p><i>1st Offense:</i> In school consequence up to 2 days of OSS <i>2nd Offense:</i> Up to 3 days of OSS <i>3rd Offense:</i> Up to 5 days of OSS</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
080 UB: Discrimination (continued)	<p>Racial bias is bias toward a group of persons who possess common physical characteristics, i.e., color of skin, eyes, hair, facial features, genetically transmitted by descent and heredity which distinguish them as a distinct division of human-kind.</p> <p>Religious bias is defined as a bias toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.</p> <p>Sexual-Orientation bias is defined as a bias toward a group of persons based on their sexual attraction toward and responsiveness to members of the opposite or same sex.</p>		
086 UB: Possession of student's own prescription drug	<p><u>Major</u>: Student has possession of prescription in school, on school grounds, on school bus, or at any school function not otherwise specified in a student's health care plan.</p> <p>"Actual" Possession: This is where the person physically has control over the substance. In most cases, this means that they are carrying it and have the ability to control it.</p> <p>"Constructive" Possession: This may occur when the substance is not actually physically on the person, but is found on or around the person's property.</p>		<p><i>1st Offense</i>: Parent Consequence <i>2nd Offense</i>: In school Consequence up to 5 days OSS <i>3rd Offense</i>: Up to 10 days of OSS</p>
090 UB: Violent assault not resulting in serious injury	<p><u>Major</u>: An assault is viewed as one person physically attacking another when there is a clear victim and using excessive force. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting). Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike another student either alone or in combination with another student(s).</p>		Up to 10 days of OSS, possible LTS, Police Involvement
091 UB: Misuse of school technology	<p><u>Major</u>: Student intentionally misuses school technology in a manner that does cause or may cause harm or injury to, property, services, and people, regardless of whether such consequence was intended.</p>	Please see district policy on Technology Use.	Please see district policy on Technology Use.

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
092 UB: Repeat offender	<u>Major:</u> Student has already been referred to the office for the same behavior (3 or more times) and who has been caught again for committing the same infraction (3 or more times).	Warning Loss of privileges Use of Student Problem-Solving worksheet Seat change Parent contact Teacher conference with student Confiscation of item Parent/guardian involvement Phone call/ letter to parent or guardian In-Class Calm Down Time Team Time- supervised by another team teacher out of class	*Recommended not for use. Use with caution. <u>Elementary:</u> 1st Offense: 0-1 days OSS 2nd Offense: 1- 2 days OSS 3rd offense: Up to 3 days of OSS <u>Secondary (Middle and High School):</u> 1st Offense: Up to 1 days of ISS 2nd Offense: Up to 2 days of OSS 3rd Offense: Up to 5 days of OSS
093 UB: Robbery without a weapon	<u>Major:</u> The taking of money or goods that are in the possession of another person or entity by force or intimidation (value exceeds \$100).		Up to 10 days of OSS, Restitution, Police Involvement, LTS, Score Referral
094 UB: Cyber-bullying	<u>Major:</u> The use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, social media, and defamatory personal polling web sites to intentionally harm others.		<u>Elementary:</u> 1 st Offense: In School Consequence up to 3 day of OSS 2 nd Offense: Up to 5 days OSS 3 rd Offense: Up to 10 days of OSS <u>Middle/High School:</u> 1 st Offense: Up to 3 days of OSS 2 nd Offense: Up to 5 days of OSS 3 rd Offense: Up to 10 days of OSS
095 UB: Under the influence of alcohol	<u>Major:</u> Drinking (under influence) any alcoholic beverage in school, on school grounds, to and from school, and on school bus or at any school function, or coming to school or school activities after consumption.		Up to 10 days of OSS, Police Involvement, LTS, Score Referral
096 UB: Under the influence of controlled substances	<u>Major:</u> Using (or under influence) of any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.		Up to 10 days of OSS, Police Involvement, LTS, Score Referral

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
101 UB: Harassment-Racial	<u>Major:</u> Ethnicity/National Origin harassment is defined as a bias toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.		<i>1st Offense:</i> In school consequence up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS
102 UB: Harassment-Disability	<u>Major:</u> Disability harassment is defined as a bias based on physical or mental impairments/challenges, temporary or permanent, congenital or hereditarily acquired, accident, injury, advanced age or illness.		<i>1st Offense:</i> In school consequence up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS
105 UB: Threat of physical attack with a firearm	<u>Major:</u> Threat of physical attack with a firearm is defined as any unprovoked aggressive action toward another person while indicating use of a firearm.		Up to 10 days OSS, Police Involvement, LTS, Alternative School Placement
106 UB: Threat of physical attack with a weapon	<u>Major:</u> Threat of physical attack with a weapon as any unprovoked aggressive action toward another person.		Up to 10 days OSS, Police Involvement, LTS, Alternative School Placement
107 UB: Threat of physical attack without a weapon	<u>Major:</u> Imminent threat of physical attack without a weapon as unprovoked aggressive action toward another person.		Up to 10 days OSS, Police Involvement, LTS, Alternative School Placement
109 UB: Harassment-Sexual Orientation	<u>Major:</u> Harassment motivated actions as behavior offenses committed against a person or property which is motivated by the offender's bias, a negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.		<i>1st Offense:</i> In school consequence; Up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS
110 UB: Harassment-Religious affiliation	<u>Major:</u> Religious harassment is defined as a bias toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.		<i>1st Offense:</i> In school consequence; Up to 3 days of OSS <i>2nd Offense:</i> Up to 5 days of OSS <i>3rd Offense:</i> Up to 10 days of OSS
114 UB: Inappropriate Behavior	<u>Minor:</u> Student has engaged in behavior that is not within the bounds of what is considered appropriate or socially acceptable. (Only use this code if no other code explains the behavior.) <u>Major:</u> Student has engaged in behavior that is not within the bounds of what is considered socially appropriate or socially acceptable that is substantially or repeatedly interfere with the conduct of the class, excluding Physical Aggression, Object Aggression, Verbal Aggression	Teacher Conference with Student Seat Change Loss of Privileges Parent/Guardian Contact Conference with Parent	<u>Elementary:</u> <i>1st Offense:</i> Parent Contact <i>2nd Offense:</i> In School Consequence <i>3rd Offense:</i> Up to 2 days of OSS <u>Secondary (Middle and High School):</u> <i>1st Offense:</i> Up to 1 day of ISS <i>2nd Offense:</i> Up to 2 days of ISS <i>3rd Offense:</i> Up to 3 days of OSS

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options.)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
114 UB: Inappropriate Behavior (continued)	and Bullying/Intimidation). Only use this code if no other code explains the behavior.	Team Teacher Supervision – supervised time outside of class in team classroom School Counselor/Guidance Referral	

*See next page for Reportable Offenses/Persistently Dangerous

Reportable Offenses/Persistently Dangerous

The following offenses described below are required by law to report to police those crimes specified in 115C-288(g). These are coded with *** indicating that they are reportable offenses.

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
*** 001 PD: Assault resulting in a serious injury (01)	<u>Major:</u> An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm resulting in one of the following: (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) that results in prolonged hospitalization. (If an offender used a weapon in an assault resulting in serious injury, report both Assault Resulting in Serious Injury and Assault Involving Use of a Weapon.)		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***002 PD: Assault involving the use of a weapon (02)	<u>Major:</u> An intentional offer or attempt by force or violence to do injury to the person of another that causes reasonable apprehension of immediate bodily harm through the use of one of the following: (1) any gun, rifle, pistol, or other firearm, (2) BB gun, (3) stun gun, (4) air rifle, (5) air pistol, (6) bowie knife, (7) dirk, (8) dagger, (9) slingshot, (10) leaded cane, (11) switchblade knife, (12) blackjack, (13) metallic knuckles, (14) razors and razor blades, (15) fireworks, or (16) any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance. (If a firearm or other weapon is used in the commission of any offense, the type of weapon must be identified in the <i>Weapon Used/Possessed</i> column of the Date Collection Form.)		10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement
***003 RO: Assault on school personnel not resulting in a serious injury (03)	<u>Major:</u> An intentional offer or attempt by force or violence to do injury to a school official, employee, or volunteer that causes reasonable apprehension of immediate bodily harm while the school official, employee, or volunteer is discharging or attempting to discharge his/her duties. The "duties" of a school official, employee, or volunteer include the following:		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
<p>***003 RO: Assault on school personnel not resulting in a serious injury (03) (Continued)</p>	<p>(1) all activities on school property, (2) all activities during a school authorized event or the accompanying of students to or from that event, and (3) all activities relating to the operation of school transportation.</p> <p>An “employee” includes (1) one who is employed by a local board of education, (2) one who is employed by a charter school, (3) one who is employed by a nonpublic school that operates under Part 1 or Part 2 of Article 39 of Chapter 115C of the General Statutes, or (4) an independent contractor if the independent contractor or employee of the independent contractor carries out duties customarily performed by employees of the school.</p> <p>-A “volunteer” is one who volunteers his/her services or presence at any school activity and is under the supervision of an employee.</p> <p>-This offense includes assaults on school personnel that do not involve the use of a weapon and do not result in apparent serious injury.</p>		
<p>***004 PD: Homicide (06)</p>	<p><u>Major</u>: A murder which is perpetrated by one of the following means: (1) nuclear, biological, or chemical weapon of mass destruction, (2) poison, (3) lying in wait, (4) imprisonment, (5) starving, (6) torture, (7) any other kind of willful, deliberate, and premeditated murder, (8) during the perpetration or attempted perpetration of an arson, rape, sex offense, robbery, kidnapping, burglary, or other felony committed or attempted with the use of a deadly weapon, (9) the unlawful distribution and ingestion by someone of opium or any other synthetic or natural salt, compound, derivative, or preparation of opium, cocaine, or methamphetamine resulting in death, or (10) all other types of murder.</p>		<p>10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement</p>
<p>***005 RO: Possession of controlled substance in violation of law - cocaine (09)</p>	<p><u>Major</u>: Student has possession of a controlled substance including cocaine.</p>		<p>10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement</p>

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
***006 RO: Possession of controlled substance in violation of law - marijuana (09)	<u>Major:</u> Student has possession of a controlled substance including marijuana.		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***007 RO: Possession of controlled substance in violation of law - Ritalin (09)	<u>Major:</u> Student has possession of a controlled substance including Ritalin.		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***008 RO: Possession of a weapon (excluding firearm, explosive) (10)	<p><u>Major:</u> It is unlawful for any person to possess or carry, whether openly or concealed, any of the following weapons on campus or other educational property: (1) any BB gun, (2) stun gun, (3) air rifle, (4) air pistol, (5) bowie knife, (6) dirk, (7) dagger, (8) slingshot, (9) leaded cane, (10) switchblade knife, (11) blackjack, (12) metallic knuckles, (13) razors and razor blades, (14) fireworks, or (15) any sharp-pointed or edged instrument, except instructional supplies, unaltered nail files, clips, and tools used solely for preparation of food, instruction, maintenance.</p> <p>-“Educational Property” refers to any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.</p> <p>Persons authorized to carry weapons on school property are individuals carrying a concealed handgun with a permit as authorized by Chapter 14, Article 54B of the NC General Statutes as amended by Session Law 2013-369, and law enforcement officers, firefighters, and emergency service personnel when discharging their official duties.</p>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***009 RO: Possession firearm or powerful explosive (11)	Any person or persons who, having in possession or with the use or threatened use of any firearms or powerful explosive.		Recommendation for a 365-day suspension is mandatory for this offense as indicated by law (Reference Federal Gun Free Schools Act; N.C. Gen. Stat. 115C-390.10).

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
***010 PD: Robbery with a dangerous weapon (13)	<u>Major:</u> Any person or persons who, having in possession or with the use or threatened use of any firearms or other dangerous weapon, implement or means, whereby the life of a person is endangered or threatened, unlawfully takes or attempts to take personal property from another or from any place of business, residence, or banking institution or any other place where there is a person or persons in attendance, at any time, either day or night, or who aids or abets any such person or persons in the commission of such crime.		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***012 PD: Rape (12)	<u>Major:</u> A person is guilty of rape if that person engages in vaginal intercourse with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless. - Statutory rape is vaginal intercourse committed on a child under the age of 16 by a person who is at least 12 years old and at least 4 years older than the victim, regardless of whether the victim consented.		10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement
***013 PD: Sexual offense (16)	<u>Major: First-degree sexual offense:</u> A person is guilty of a sexual offense in the first degree if the person engages in a sexual act with (1) a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim, or (2) with another person by force and against the will of the other person, and (a) employs or displays a dangerous or deadly weapon or an article which the person reasonably believes to be a dangerous or deadly weapon, (b) inflicts serious personal injury upon the victim or another person, or (c) the person commits the offense aided and abetted by one or more other persons. - Sexual offense with a child (adult offender): A person is guilty of sexual offense with a child if the person is at least 18 years of age and engages in a sexual act with a victim who is a child and under the age of 13 years. - Second-degree sexual offense: A person is guilty		10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
***013 PD: Sexual offense (16) (continued)	<p>of a sexual offense in the second degree if the person engages in a sexual act with another person (1) by force and against the will of the other person, or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.</p> <p>Statutory rape or sexual offense of person who is 13, 14, or 15 years old: A person is guilty if he/she engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the person committing the act is at least six years older than the person, except when the person committing the act is lawfully married to the other person.</p>		
014 PD: Sexual assault not involving rape or sexual offense (15)	<p><u>Major:</u> A person is guilty of sexual battery if he/she, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person by force and against the will of the other person, or if the person being assaulted is mentally disabled, mentally incapacitated, or physically helpless and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.</p> <p>NCGS 14-27.1 defines "sexual contact" as touching the sexual organ, anus, breast, groin or buttocks of any person or a person touching another person with their own sexual organ, anus, breast, groin, or buttocks.</p> <p>The difference between a sexual assault and a sexual offense is that the sexual assault involves forcible and intentional touching without penetration, and a sexual offense involves penetration of a sex organ or anus by any object, or touching another's mouth or anus by the male sex organ.</p>		10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement
***015 PD: Taking indecent liberties with a minor (17)	<p><u>Major:</u> A person is guilty of taking indecent liberties with a child if, being 16 years of age or more and at least five years older than the child in question, he/she either: (1) willfully takes or attempts to take any immoral, improper, or indecent liberties with any child of either sex</p>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
<p>***015 PD: Taking indecent liberties with a minor (17) (continued)</p>	<p>under the age of 16 years for the purpose of arousing or gratifying sexual desire, or (2) willfully commits or attempts to commit any lewd or lascivious act upon or with the body or any part or member of the body of any child of either sex under the age of 16 years. A "lewd and lascivious act" is defined as an act that is obscene, lustful, or indecent, or tending to deprave the morals with respect to sexual relations.</p>		
<p>***016 PD: Kidnapping (07)</p>	<p><u>Major</u>: A person who unlawfully confines, restrains, or removes from one place to another, any other person 16 years of age or over without the consent of such person, or any other person under the age of 16 years old without the consent of a parent or legal guardian of such person, shall be guilty of kidnapping if such confinement, restraint, or removal is for the purposes of one of the following: (1) holding such other person for a ransom, as a hostage, or using such other person as a shield, (2) facilitating the commission of any felony or facilitating the flight of any person following the commission of a felony, (3) doing serious bodily harm to or terrorizing the person so confined, restrained, or removed by any other person, (4) holding such other person in involuntary servitude, (5) trafficking another person with the intent that the person be held in involuntary servitude or sexual servitude, or (6) subjecting or maintaining such other person for sexual servitude.</p>		<p>10 days suspension, Police Involvement, Possible LTS and/or Alternative School Placement</p>
<p>***017 RO: Possession of controlled substance in violation of law - other (09)</p>	<p><u>Major</u>: It is unlawful for a person to possess or have in his/her immediate control any of the following: Marijuana, Heroin, LSD, Methamphetamine, Cocaine, or any other drug listed in Schedules I - VI of the North Carolina Controlled Substances Act. (G.S. §90-89 through 90-94.) The unauthorized possession of a prescription drug is included under this offense. The principal should confer with law enforcement personnel if there is doubt as to whether or not a certain drug is considered a controlled substance.</p>		<p>0-10 days, Police Involvement, Possible LTS and/or Alternative School Placement</p>

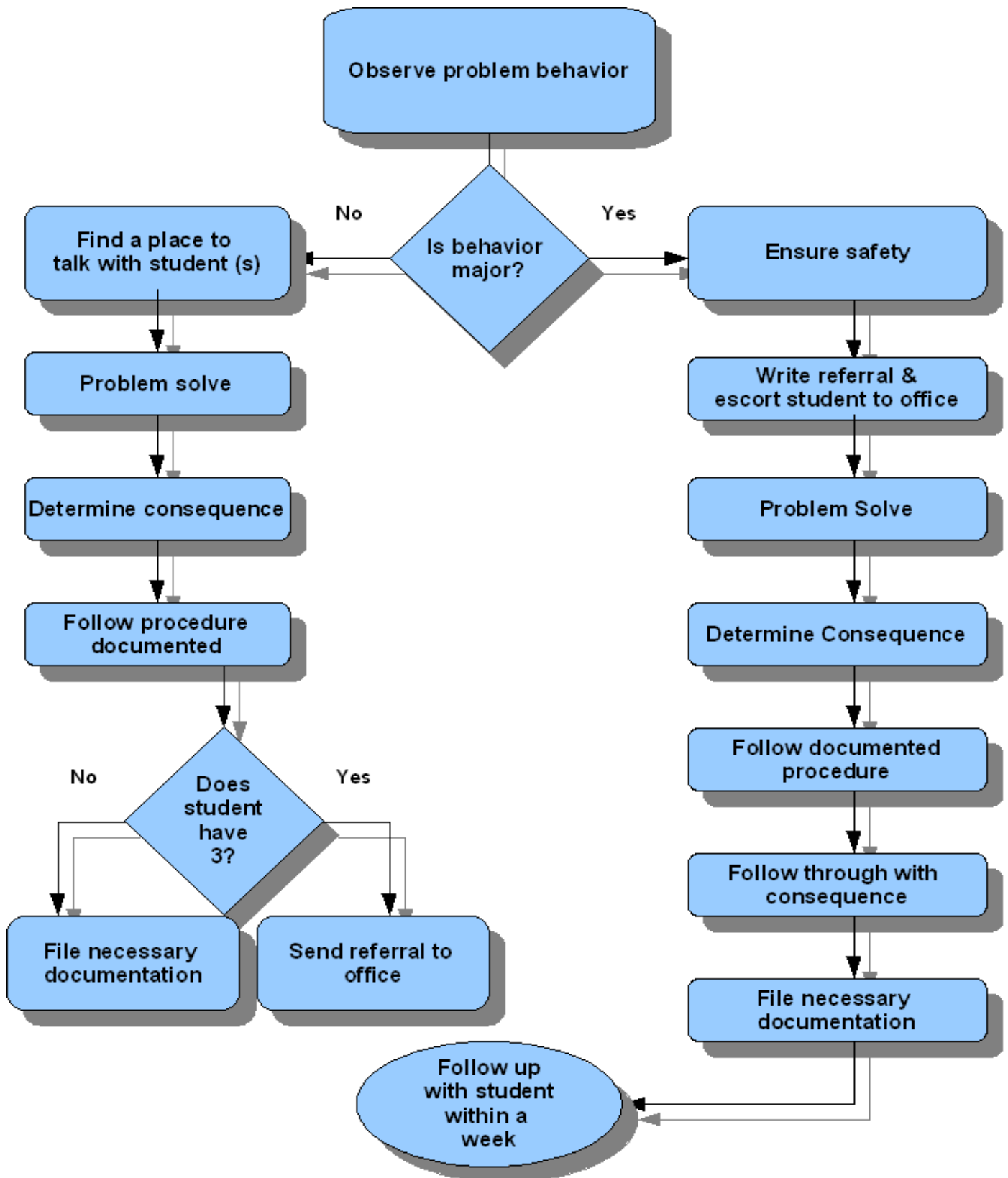
Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
***018 RO: Unlawfully setting a fire (G.S. 14-277.1)	<u>Major: Student plans and/or participates in malicious burning of property.</u>		10 days suspension, Police Involvement, possible LTS and/or Alternative School Placement
***019 RO: Communicating threats (G.S. 14-277.1)	<u>Major: Student is making threats with a plan of harm to another person.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***020 RO: Alcohol Possession (G.S. 18B) (08)	<u>Major: Student is in possession of or is using alcohol.</u>		Elementary: 0-10 days of suspension, Police Involvement, Possible LTS and/or Alternative School Placement Middle/High: 5 to 10 days of suspension, Police Involvement, Possible LTS and/or Alternative School Placement
***043 RO: Making Bomb Threats or Engaging in Bomb Hoaxes (04)	<u>Major: A person who, with intent to perpetrate a hoax, conceals, places, or displays in or at a public building any device, machine, instrument, or artifact, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.</u> -A "public building" encompasses all educational property, as defined in G.S. 14-269.2, including: (1) any school building or bus, and (2) school campus, grounds, recreational area, athletic field, or other property owned, used, or operated, by any board of education or school board of trustees or directors for the administration of any school. -"Public buildings" also include: (1) hospitals, and (2) buildings that house only State, federal, or local government offices, or the offices of the State, federal, or local government located in a building that is not exclusively occupied by the State, federal, or local government. This offense includes when a person communicates a bomb threat by any means.		10 days, Police Involvement, possible LTS and/or Alternative School Placement
***048 RO: Use of alcoholic beverage (08)	<u>Major: Student using alcohol.</u>		Elementary: 0-10 days of suspension, Police Involvement, Possible LTS and/or Alternative School Placement Middle/High: 5 to 10 days of suspension, Police/Involvement, Possible LTS and/or Alternative School Placement
***049 RO: Use of controlled substance	<u>Major: Student using a controlled substance.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
***050 RO: Use of Narcotics (09)	<u>Major: Student using a narcotic.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***053 RO: Burning of a school building (G.S. 14-60) (05)	<u>Major: A person who wantonly and willfully set fire to, burns, causes to be burned, or aids, counsels, or procures the burning of any schoolhouse or building owned, leased, or used by any public school, private school, college or education institution.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***054 RO: Sale Controlled Substance – Cocaine (G.S. 90-94) (09)	<u>Major: Student intends to sale and/or distribute – cocaine.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***055 RO: Sale Controlled Substance – Marijuana (G.S. 90-94) (09)	<u>Major: Student intends to sale/or distribute - marijuana</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***056 RO: Sale Controlled Substance - Ritalin	<u>Major: Student intends to sale/or distribute - Ritalin</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***057 RO: Sale Controlled Substance - Other (G.S. 90-94) (09)	<u>Major: Student intends to sale and/or distribute – other.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***087 RO: Possession of another person’s prescription drug (09)	<u>Major: Student has possession of another person’s prescription drug.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***088 RO: Distribution of a prescription drug (09)	<u>Major: Student is distributing another person’s prescription drug.</u>		0-10 days, Police Involvement, possible LTS and/or Alternative School Placement
***103 PD: Robbery with a firearm or explosive device (13)	<u>Major: Student engages a firearm/explosive device or displays a firearm/explosive device to complete a robbery</u>		10 days, Police Involvement, possible LTS and/or Alternative School Placement

Behavior Offense	Definition/Examples (Examples may not be inclusive of all possibilities.)	Classroom Consequences for Minor Instances (These are possible consequences identified and used by teacher discretion.) (Choose one or more of the following options)	School-Wide Consequences for Major Instances (Office administered consequences by an administrator)
***104 PD: Physical attack with a firearm or explosive device (02)	<u>Major: Student engages in a physical attack with a firearm and/or explosive device.</u>		10 days, Police Involvement, possible LTS and/or Alternative School Placement

*See next page for Office Referral Flow Chart

Office Referral Flow Chart



Bus Behavior Expectations & Safety Requirements for All Students

Students are expected to observe the following rules for safety and courtesy on the bus. Parents are responsible for the supervision and safety of students from home until they board the bus, and from the bus stop to home.

1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none"> • Exercise safe pedestrian practices while on the way to the waiting area for the bus stop. • Arrive at the waiting area for the bus stop ten (10) minutes before bus pickup. • Wait in a quiet and orderly manner. • Stay on your side of the roadway controlled by the bus warning lights. • Be aware, cautious, and respectful of traffic. • Wait in a safe place, clear of traffic, and away from where the bus stops. • Respect private property. 	<ul style="list-style-type: none"> • Remain at the waiting area until the bus comes to a complete stop. • Check traffic from all directions, and then check again. • Before walking from the wait area to the entrance of the bus be certain that the bus warning lights are activated and that all traffic in all directions has stopped. • When safe to board, do so promptly. • When boarding, be aware of and avoid the “danger zone,” the ten foot area immediately surrounding the stopped school bus. Be sure that you can see the bus driver’s eyes when in the vicinity of the school bus. • If crossing a street controlled by bus warning lights, cross promptly after checking appropriate hand signals by bus driver and that traffic in all directions has stopped. Cross in front of the bus only. • Upon entering the bus proceed directly to an available or assigned seat.
3. On The Bus	4. Exiting the Bus
<ul style="list-style-type: none"> • Follow instructions of bus personnel. • Be respectful of all people, including all bus personnel. • Use language appropriate for the school setting. • Keep the bus neat and clean. • Refrain from eating or drinking on the bus. • Talk quietly and politely. • Sit at assigned seat, if one has been assigned by bus or school site personnel. • Stay in seat; keep aisles and exits clear. • Carry-on items are limited to those that can be held in your lap. No hazardous materials, nuisance items, or animals are permitted on the bus. • Be respectful of the rights and safety of others. • Refrain from extending head, arms, or objects out of bus windows. • Follow cell phone use procedures as outlined by the bus driver • Remember that school rules apply to the school bus. For example, use or possession of tobacco, alcohol, and other drugs is not allowed. 	<ul style="list-style-type: none"> • Remain seated until the bus comes to a complete stop. • Exit the bus and the bus stop area in an orderly manner. • Exit at your assigned bus stop. • Check traffic from all directions, and then check again. • Before exiting the bus, be certain that all traffic in all directions has stopped. • When safe to exit, do so promptly. • Be aware of and avoid the “danger zone,” the ten foot area immediately surrounding the stopped school bus. Be sure that you can see the bus driver’s eyes while in the vicinity of the school bus. • If crossing a street controlled by bus warning lights, cross promptly after checking appropriate hand signals by bus driver and that traffic in all directions has stopped. Cross in front of the bus only. • Exercise safe pedestrian practices while on the way from the bus stop to your home.

Bus/Transportation Consequences

Consequences for Violation Related to Transportation for all students include, but are not limited to:			
1st Offense	2nd Offense	3rd Offense	4th Offense
Parent notification required Appropriate action required Conference with driver, student, and principal Student conference Seat change on bus Code of Student Conduct implemented as appropriate	Parent notification required Conference with driver, student, and principal One day suspension from bus	Parent notification required Conference with driver, student, and principal Three day suspension from bus	Parent notification required Conference with driver, student, and principal Five day suspension from bus
<p>Fifth Offense – Automatic 10 day suspension from school bus.*</p> <p>Sixth Offense – Automatic suspension from school bus for 9 weeks.*</p> <p>Seventh Offense- Automatic suspension from school bus for the semester or the remainder of the year (principal discretion).</p> <p>*Contact the office of the Exceptional Children’s Program</p> <p style="text-align: center;">*Appropriate Action Required</p> <p style="text-align: center;">*Minor offenses follow table page 34 and coded as bus offense</p> <p style="text-align: center;">*Major violations (such as fighting, assault, weapons, drugs, etc.) follow discipline code of conduct and are coded according to incident type.</p>			

Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the misconduct report will be returned to the school bus operator. Generally, misconduct on a school bus will not deny a student access to the classroom. School suspension, including expulsion, will occur only in special cases of misconduct that warrant this type of action. Most school buses are now equipped with video cameras. This tool monitors the passenger area of the bus. The objective is to provide an important additional tool to assist the driver in managing student conduct on school buses, an important safety consideration that benefits all.

This handbook was written and revised by the members of the RCS Discipline Task Force: Dr. Cindy A. Corcoran, Dr. Charles Perkins, Dr. Stephanie Ellis, Angela Martin, Ann Mitchell, Trina McCoy, Jason Hylar, Dr. Ryan Moody, Holly Williamson, Dr. Pam Watkins, Dr. Deirdre Moyer and Dr. Gregory Slate.

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