

Effective September 2024

ROOSEVELT CHILDREN'S ACADEMY

RCA DISCIPLINE
POLICY



STUDENT INTERVENTION AND DISCIPLINE CODE

Kindergarten-Grade 4 LEVEL 1

Infractions – Uncooperative/Noncompliant Behavior

- A01 Unexcused absence from school (A-D only)
- A02 Failing to wear the required school uniform.
(A and/or D only)
- A03 Being late for school (A-E only)
- A04 Bringing prohibited equipment or items to school without authorization (e.g., cell phone or other electronic communication/entertainment device) (A-E only)
- A05 Failing to be in one's assigned place on school premises (A-E only)
- A06 Behaving in a manner that disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway)
- A07 Engaging in verbally rude or disrespectful behavior
- A08 *Wearing clothing, headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process (A-E only)
- A09 Posting or distributing material on school premises in violation of written Department of Education policy and/or school rules (A-E only)
- A10 Using school computers, telephones, or other electronic equipment or devices without appropriate permission (A-E only)

Guidance Interventions

- Parent outreach: Phone call or e-mail.
- Intervention by counseling staff
- Guidance conference(s)

- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC
- Referral to a Community-Based Organization (CBO)

- Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP)

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- A. Admonishment by pedagogical school staff
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (e.g., Dean of Students, principal)
- D. Parent Conference
- E. In-school disciplinary action (e.g., exclusion from extracurricular activities or communal lunchtime)
- F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)

Kindergarten-Grade 4 LEVEL 2

Infractions – Disorderly Behavior

- A11 Smoking and/or use of electronic cigarettes and/or possession of matches or lighters (A-D only)
- A12 Gambling
- A13 Using profane, obscene, vulgar, or lewd language, gestures, or behavior
- A14 Lying to, giving false information to, and/or misleading school personnel
- A15 Misusing property belonging to others
- A16 Engaging in or causing disruptive behavior on the school bus
- A17 Leaving class or school premises without the permission of supervising school personnel
- A18 Engaging in inappropriate or unwanted physical contact or touching someone in a private part of the body. (For grades K-3 only; see Infraction A28 for grades 4-5. For shoving, pushing, etc., see A24.)
- A19 Violating the Department's Internet Use Policy (e.g., use of the Department's system for non-educational purposes, security/privacy violations)
- A20 Engaging in academic dishonesty, which includes but is not limited to:
- Cheating (e.g., copying from another's test paper; using material during a test that is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)
 - Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet or any other source) (grades 4-5 only)
 - Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)
- A21 Inappropriate use of electronic technology (e.g., unauthorized audio/video recording)

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC
- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Functional Behavioral Assessment (FBA)/Behavioral Intervention Plan (BIP)

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- Admonishment by pedagogical school staff
- Student/teacher conference
- Reprimand by appropriate supervisor (e.g., assistant principal, principal)
- Parent Conference
- In-school disciplinary actions (e.g., exclusion from extracurricular activities or communal lunchtime)
- Removal from classroom by a teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)

Kindergarten-Grade 4 LEVEL 3

Infractions – Disruptive Behavior

- A22 Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process (for grades K-3, A-F; for grades 4-5, A-G)
- A23 Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability (for grades K-3, A-F; for grades 4-5, A-I)
- A24 Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel (e.g., pushing past another person), or throwing an object (e.g., chalk) or spitting at another person (for more serious physical, aggressive behavior, see A33) (for grades K-3, A-G; for grades 4-5, A-I)
- A25 Bringing unauthorized persons to school or allowing unauthorized visitors to enter school in violation of written school rules (for grades K-3, A-F; for grades 4-5, A-I)
- A26 Knowingly possessing property belonging to another without authorization (for grades K-3, A-F; for grades 4-5, A-I)
- A27 Tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means (for grades K-3, A-F; for grades 4-5, A-I)
- A28 Engaging in inappropriate or unwanted physical contact or touching someone in a private part of the body. (For grades 4-5 only; see Infraction A18 for grades K-3. For shoving, pushing, etc., use A24.)
- A29 *Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti**, making gestures or signs) (grades 4-5 only)
- A30 **Engaging in vandalism, graffiti, or other intentional damage to school property or property belonging to staff, students, or others (for grades K-3, A-G; for grades 4-5, C-I)
- A31 Posting or distributing libelous material or literature (including posting such material on the Internet) (for grades K-3, A-G; for grades 4-5, C-I)

*School officials may consult with the Office of Safety and Youth Development's Gang Unit to determine whether the behavior is gang-related.

** If substantial property damage requires extensive repair, the Superintendent may suspend for 30-90 school days with an automatic review for early reinstatement after 30 or 60 school days.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)

- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPT (Pupil Personnel Team)

- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Supports for Students Transitioning From Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- A. Admonishment by pedagogical school staff
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)
- D. Parent Conference
- E. In-school disciplinary actions (e.g., exclusion from extracurricular activities or communal lunchtime)
- F. Removal from classroom by the teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. **Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school

days

Kindergarten-Grade 4 LEVEL 4

Infractions – Aggressive or Injurious/Harmful Behavior

- A32 Posting or distributing, displaying, or sharing literature or material containing a threat of violence, injury, or harm, or depicting violent actions against or obscene, vulgar, or lewd pictures of students or staff (including posting such material on the Internet) (D-I only)
- A33 Engaging in physically aggressive behavior other than minor altercations as described under A24, which creates a substantial risk of or results in minor injury.
- A34 Engaging in an act of coercion or threatening or instigating violence, injury, or harm to another or others.
- A35 *Engaging in behavior on the school bus that creates a substantial risk of or results in injury.
- A36 Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes but is not limited to physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name-calling to humiliate or harass
- A37 Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, weight, religion, religious practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes, but is not limited to, physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name-calling to humiliate or harass
- A38 Making sexually suggestive comments, innuendoes, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature (e.g., touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images) (for grades 4-5 only)
- A39 Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol.

* Students may be excluded from the bus as per the Administration

** Engaging in intimidating and bullying behavior through electronic communication, such as texting, e-mail, instant messaging, etc.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
- Restorative Approaches
- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC
- Community service (with parental consent)
- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Support for Students Transitioning from Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- D. Parent Conference
- E. In-school disciplinary actions (e.g., exclusion from extracurricular activities or communal lunchtime)
- F. Removal from classroom by a teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days
- J. Superintendent's suspension that results in extended suspension for 30 to 90 school days with an automatic review for early reinstatement after 30 or 60 school days

Kindergarten-Grade 4 LEVEL 4 continued.

Infractions – Aggressive or Injurious/Harmful Behavior

- A40 Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior.
- A41 Falsely activating a fire alarm or other disaster alarm (D-I only)
- A42 Making a bomb threat (D-I only)
- A43 Creating a substantial risk of serious injury by either recklessly engaging in behavior and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer)
- A44 Causing a severe injury by either recklessly engaging in behavior and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer)
- A45 Inciting/causing a riot (G-J only)
- A46 *Possessing or selling any weapon as defined in Category II (G-J only)
- A47 Using controlled substances or prescription medication without appropriate authorization or using illegal drugs, synthetic hallucinogens, and alcohol.

* Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the principal must consider whether mitigating factors are present. In addition, the principal must consider whether an imitation gun is realistic by considering its color, size, shape, appearance, and weight.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
- Restorative Approaches
- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC

- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Support for Students Transitioning from Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- D. Parent conference
- E. In-school disciplinary actions (e.g., exclusion from extracurricular activities or communal lunchtime)
- F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days
- J. Superintendent's suspension that results in extended suspension for 30 to 90 school days with an automatic review for early reinstatement after 30 or 60 school days

Kindergarten-Grade 4 LEVEL 5

Infractions – Seriously Dangerous or Violent Behavior

- A48 Starting a fire (For grades K-3, D-J only; for grades 4-5, I-J only)
- A49 Threatening to use or using force to take or attempt to take property belonging to another (For grades K-3, D-L; for grades 4-5, I-L only)
- A50 Using force against or inflicting or attempting to inflict serious injury against school personnel or school safety agents (For grades K-3, D-J only; for grades 4-5, I-J only)
- A51 Using extreme force against or inflicting or attempting to inflict serious injury upon students or others (For grades K-3, D-J only; for grades 4-5, I-J only)
- A52 Planning, instigating, or participating with another or others in an incident of group violence (For grades K-3, D-L; for grades 4-5, I-L only)
- A53 Engaging in threatening, dangerous, or violent behavior that is gang-related* (For grades K-3, D-L; for grades 4-5, I-L only)
- A54 Engaging in physical, sexual aggression/compelling or forcing another to engage in sexual activity (For grades 4-5, I-J only)
- A55 Selling or distributing illegal drugs or controlled substances and/or alcohol (For grades K-3, D-J only; for grades 4-5, I-J only)
- A56 Possessing or selling any weapon, other than a firearm, as defined in Category I (For grades K-3, D-J only; for grades 4-5, I-J only)
- A57 Using any weapon as defined in Category II to threaten or to attempt to inflict injury upon school personnel, students, or others (For grades K-3, D-J only; for grades 4-5, I-J only)
- A58 Using any weapon, other than a firearm, as defined in Category I, to threaten or to attempt to inflict injury upon school personnel, students, or others (For grades K-3 D-L only; for grades 4-5, I-L only)
- A59 Using any weapon, other than a firearm, as defined in Category I or II, to inflict injury upon school personnel, students, or others (For grades K-3, D-L only; for grades 4-5, I-L only)
- A60 **Possessing or using a firearm (L only)

* School officials may consult with the Office of Safety and Youth Development's Gang Unit to determine whether the behavior is gang-related.

** This disciplinary measure may be modified on a case-by-case basis.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
- Restorative Approaches
- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC

- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Supports for Students Transitioning From Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- D. Parent conference (K-3 only)
- E. In-school disciplinary actions (e.g., detention, exclusion from extracurricular activities, or communal lunchtime) (K-3 only)
- F. Removal from classroom by a teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.) (K-3 only)
- G. Principal's suspension for 1-5 days (K-3 only)
- H. Superintendent's suspension that results in immediate reinstatement (K-3 only)
- I. Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days
- J. Superintendent's suspension that results in extended suspension for 30 to 90 school days with an automatic review for early reinstatement after 30 or 60 school days
- K. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program with an automatic review for reinstatement after six months
- L. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program without the opportunity for early reinstatement

Grade 5-12 LEVEL 1

Infractions – Uncooperative/Noncompliant Behavior

- B01 Unexcused absence from school (A-D only)
- B02 Failing to wear the required school uniform.
- B03 Cutting classes (reporting to school and failing to attend one or more programmed classes) (A-E only)
- B04 Being late for school or class (A-E only)
- B05 Bringing prohibited equipment or items to school without authorization (e.g., cell phone, beeper, or other electronic communication/entertainment devices) (A-E only)
- B06 Failing to be in one's assigned place on school premises (A-E only)
- B07 Behaving in a manner that disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway)
- B08 Engaging in verbally rude or disrespectful behavior
- B09 *Wearing clothing, headgear (e.g., caps or hats), or other items that are unsafe or disruptive to the educational process (A-E only)
- B10 Posting or distributing material on school premises in violation of written Department of Education policy and/or school rules (A-E only)
- B11 Failing to provide school officials with required identification (A-E only)
- B12 Using school computers, fax machines, telephones, or other electronic equipment or devices without appropriate permission (A-E only)

* If there is a question regarding whether or not clothing or headgear is representative of religious expression, the school should contact the Youth Development Liaison in the CFN.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)

- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC

- Referral to a Community-Based Organization (CBO)
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- A. Admonishment by pedagogical school staff
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)
- D. Parent Conference
- E. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime)
- F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during a **marking period**, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)

Grade 5-12 LEVEL 2

Infractions – Disorderly Behavior

- B13 Smoking and /or use of electronic cigarettes and/or possession of matches or lighters (A-D only)
- B14 Gambling
- B15 Using profane, obscene, vulgar, or lewd language, gestures, or behavior.
- B16 Lying to, giving false information to, and/or misleading school personnel.
- B17 Misusing property belonging to others.
- B18 Engaging in or causing disruptive behavior on the school bus
- B19 Inappropriate use of electronic technology (e.g., unauthorized audio/video recording)
- B20 Leaving class or school premises without the permission of supervising school personnel.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
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- Referral to PPC
- Community service (with parental consent)
- Referral to a Community-Based Organization (CBO)
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- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
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Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- A. Admonishment by pedagogical school staff
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)
- D. Parent Conference
- E. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime)
- F. Removal from classroom by teacher (After a student is removed from any classroom by any teacher three times during the demarking period trimester, a principal's suspension must be sought. If the student engages in subsequent behavior that would otherwise result in removal by a teacher.)

Grade 5-12 LEVEL 3

Infractions – Disruptive Behavior

- B21 Defying or disobeying the lawful authority or directive of school personnel or school safety agents in a way that substantially disrupts the educational process (A-G only)
- B22 Entering or attempting to enter a school building without authorization or through an unauthorized entrance (A-G only)
- B23 Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation, or disability
- B24 Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel (e.g., pushing past another person), or throwing an object (e.g., chalk) or spitting at another person (for more serious physical aggressive behavior, see B36)
- B25 Bringing unauthorized persons to school or allowing unauthorized visitors to enter school in violation of written school rules
- B26 *Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti**, making gestures or signs)
- B27 Tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means
- B28 **Engaging in vandalism, graffiti, or other intentional damage to school property or property belonging to staff, students, or others
- B29 Knowingly possessing property belonging to another without authorization

* School officials may consult with the Office of Safety and Youth Development's Gang Unit to determine whether the behavior is gang-related.

** If substantial property damage requires extensive repair, the Superintendent may suspend for 30-90 school days with an automatic review for early reinstatement after 30 or 60 school days.

Guidance Interventions

- Parent outreach
 - Intervention by counseling staff
 - Guidance conference(s)
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- Positive Behavioral Interventions and Supports (PBIS)
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 - Peer mediation
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 - Conflict resolution
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 - Short-term behavioral progress reports
 - Referral to PPT (Pupil Personnel Team)
 - Community service (with parental consent)
 - Referral to a Community-Based Organization (CBO)
 - Referral to appropriate substance abuse counseling services
 - Referral to counseling services for youth relationship abuse or sexual violence
 - Referral to counseling services for bias-based bullying, intimidation, or harassment
 - Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Supports for Students Transitioning From Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- A. Admonishment by pedagogical school staff
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)
- D. Parent Conference
- E. In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, or communal lunchtime)
- F. Removal from classroom by teacher (After a student is removed from any school by any teacher three times during a **marking period**, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. **Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days

Grade 5-12 LEVEL 3 continued

Infractions – Disruptive Behavior

B30 Violating the RCA's Internet Use Policy

B31 *Engaging in academic dishonesty, which includes but is not limited to:

- a. Cheating (e.g., copying from another's test paper; using material during a test that is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)
- b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet or any other source)
- c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)

B32 Posting or distributing libelous material or literature (including posting such material on the Internet)

* For particularly egregious situations (e.g., where numerous students are involved, where the behavior involves standardized tests, or where the behavior requires invalidation of a test), the Superintendent may impose a suspension of 30-90 school days with automatic review for early reinstatement after 30 or 60 school days.

Guidance Interventions

- Parent outreach
 - Intervention by counseling staff
 - Guidance conference(s)
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- Positive Behavioral Interventions and Supports (PBIS)
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 - Referral to appropriate substance abuse counseling services
 - Referral to counseling services for youth relationship abuse or sexual violence
 - Referral to counseling services for bias-based bullying, intimidation, or harassment
 - Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Supports for Students Transitioning From Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- A. Admonishment by pedagogical school staff
- B. Student/teacher conference
- C. Reprimand by appropriate supervisor (e.g., assistant principal, principal)
- D. Parent Conference.
- E. In-school disciplinary actions (e.g., detention, exclusion from extracurricular activities, or communal lunchtime)
- F. Removal from classroom by a teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days

Infractions – Aggressive or Injurious/Harmful Behavior

- B33 Engaging in sexual conduct on school premises or at school-related functions (D-I only)
- B34 Making sexually suggestive comments, innuendoes, propositions, or similar remarks or engaging in nonverbal or physical conduct of a sexual nature.
(e.g., touching, patting, pinching, lewd or indecent public behavior, or sending or posting sexually suggestive messages or images)
- B35 Posting, distributing, displaying, or sharing literature or material containing a threat of violence, injury, or harm, or depicting violent actions against or obscene, vulgar, or lewd pictures of students or staff, including posting such material on the Internet.
- B36 Engaging in physically aggressive behavior other than minor altercations as described under B24, which creates a substantial risk of or results in minor injury.
- B37 Engaging in the act of coercion or threatening or instigating violence, injury, or harm to another or others.
- B38 **Engaging in or causing disruptive behavior on the school bus, which creates a substantial risk of or results in injury.
- B39 Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes but is not limited to physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name-calling to humiliate or harass.
- B40 Engaging in harassing, intimidating, and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying) based on an individual's actual or perceived race, weight, religion, religious practices, gender, gender identity, gender expression, sexual orientation, or disability; such behavior includes but is not limited to physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peer groups designed to humiliate or isolate; using derogatory language or making derogatory jokes or name-calling to humiliate or harass.
- B41 Possessing controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, drug paraphernalia, and/or alcohol.
- B42 Falsely activating a fire alarm or other disaster alarm (D-J only)
- B43 Making a bomb threat (D-L only)

** Students may also be excluded from the bus as per district policy

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC
- Community service (with parental consent)
- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Supports for Students Transitioning from Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meet the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- D. Parent Conference.
- E. In-school disciplinary actions
(e.g., detention, exclusion from extracurricular activities, or communal lunchtime)
- F. Removal from the classroom by a teacher
(After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engaged in subsequent behavior that would otherwise result in removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days
- J. Superintendent's suspension that results in extended suspension for 30 to 90 school days with an automatic review for early reinstatement after 30 or 60 school days
- K. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program with an automatic review for reinstatement after six months
- L. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program without the opportunity for early reinstatement
- M. Expulsion (only for general education students who turned 17 before the beginning of the school year, which is July

Grade 5-12 LEVEL 4 continued

Infractions – Aggressive or Injurious/Harmful Behavior

- B44 Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior. (D-J only)
- B45 Creating a substantial risk of serious injury by either recklessly engaging in behavior and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer) (D-M)
- B46 Causing a severe injury by either recklessly engaging in behavior and/or using an object that appears capable of causing physical injury (e.g., lighter, belt buckle, umbrella, or laser pointer) (G-M only)
- B47 Inciting/ causing a riot (G-M only)
- B48 **Possessing or selling any weapon as defined in Category II (G-M only)
- B49 Using controlled substances or prescription medication without appropriate authorization or using illegal drugs, synthetic hallucinogens, and/or alcohol. (D-M)

** Before requesting a suspension for possession of an article listed in Category II for which a purpose other than infliction of physical harm exists, e.g., a nail file, the principal must consider whether mitigating factors are present. In addition, the principal must consider whether an imitation gun is realistic by considering its color, size, shape, appearance, and weight.

Guidance Interventions

- Parent outreach
 - Intervention by counseling staff
 - Guidance conference(s)
-
- Positive Behavioral Interventions and Supports (PBIS)
 - Individual/group counseling
 - Peer mediation
 - Mentoring program
 - Conflict resolution
 - Development of individual behavior contract
 - Short-term behavioral progress reports
 - Referral to PPC
 - Community service (with parental consent)
 - Referral to a Community-Based Organization (CBO)
 - Referral to appropriate substance abuse counseling services
 - Referral to counseling services for youth relationship abuse or sexual violence
 - Referral to counseling services for bias-based bullying, intimidation, or harassment
 - Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Supports for Students Transitioning From Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community. Support services may include any range of guidance interventions or a combination of services that best meets the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- D. Parent conference.
- E. In-school disciplinary actions (e.g., detention, exclusion from extracurricular activities, or communal lunchtime)
- F. Removal from a classroom by the teacher (After a student is removed from any classroom by any teacher three times during a semester or twice in a trimester, a principal's suspension must be sought if the student engaged in subsequent behavior that would otherwise result in removal by a teacher.)
- G. Principal's suspension for 1-5 days
- H. Superintendent's suspension that results in immediate reinstatement
- I. Superintendent's suspension that results in continued suspension for a fixed period of 6-10 school days
- J. Superintendent's suspension that results in extended suspension for 30 to 90 school days with an automatic review for early reinstatement after 30 or 60 school days
- K. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program with an automatic review for reinstatement after six months
- L. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program without the opportunity for an early reinstatement
- M. Expulsion (only for general education students who turned 17 before the beginning of the school year, which is July 1)

Grade 5-12 LEVEL 5

Infractions – Seriously Dangerous or Violent Behavior

- B50 Starting a fire.
- B51 Threatening to use or use force to take or attempt to take property belonging to another.
- B52 Using force against or inflicting or attempting to inflict serious injury against school personnel or school safety agents.
- B53 Using extreme force against or inflicting or attempting to inflict serious injury upon students or others.
- B54 Planning, instigating, or participating with another or others in an incident of group violence.
- B55 *Engaging in threatening, dangerous, or violent behavior that is gang-related.
- B56 Engaging in physical, sexual aggression/compelling or forcing another to engage in sexual activity
- B57 Selling or distributing illegal drugs or controlled substances and/or alcohol
- B58 Possessing or selling any weapon, other than a firearm, as defined in Category I
- B59 Using any weapon as defined in Category II to threaten or to attempt to inflict injury upon school personnel, students, or others
- B60 **Using any weapon other than a firearm, as defined in Category I, to threaten or to attempt to inflict injury upon school personnel, students, or others. (L for students who have not completed the school year in which they turned 17, M for general education students who have completed the school year in which they turned 17)
- B61 **Using any weapon, other than a firearm, as defined in Category I or II, to inflict injury upon school personnel, students, or others (L for students who have not completed the school year in which they turned 17, M for general education students who have completed the school year in which they turned 17)
- B62 **Possessing or using a firearm (L for students who have not completed the school year in which they turned 17, M for general education students who have completed the school year in which they turned 17)

* School officials may consult with the Office of Safety and Youth Development's Gang Unit to determine whether the behavior is gang-related.

** This disciplinary measure may be modified on a case-by-case basis.

Guidance Interventions

- Parent outreach
- Intervention by counseling staff
- Guidance conference(s)
- Positive Behavioral Interventions and Supports (PBIS)
- Individual/group counseling
- Peer mediation
- Mentoring program
- Conflict resolution
- Development of individual behavior contract
- Short-term behavioral progress reports
- Referral to PPC
- Community service (with parental consent)
- Referral to a Community-Based Organization (CBO)
- Referral to appropriate substance abuse counseling services
- Referral to counseling services for youth relationship abuse or sexual violence
- Referral to counseling services for bias-based bullying, intimidation, or harassment
- Functional Behavioral Assessment (FBA)/ Behavioral Intervention Plan (BIP)

Support for Students Transitioning from Suspension

Schools are expected to provide support services to students returning from suspension to maximize their ability to meet social and academic standards within the school community- Support services may include any range of guidance interventions or a combination of services that best meet the individual student's needs.

Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions

- I. Superintendent's suspension that results in continuing suspension for a fixed period of 6-10 school days
- J. Superintendent suspension that results in extended suspension for 30 to 90 school days with an automatic review for early reinstatement after 30 or 60 school days
- K. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program with an automatic review for reinstatement after six months
- L. Superintendent's suspension that results in a one-year suspension and assignment to an alternative program without the opportunity for early reinstatement
- M. Expulsion (only for general education students who turned 17 before the beginning of the school

year, which is July 1)