Administrative

Guidelines

For

Disciplinary Action
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<tr>
<th>Situation/Category</th>
<th>Immediate Action By Staff Member Involved</th>
<th>Required Action for Each Occurrence (Additional Consequences/Discipline may also be used on First Offenses)</th>
<th>Additional Consequences/Discipline (One or More Required for Subsequent Offenses)</th>
<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
<th>Referral to Police or Courts</th>
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</table>
| ABUSIVE LANGUAGE/ GESTURES: | Reprimand  
- Removal from class | Staff member submits  
- Student Behavior Referral Form (SBR)  
- Disciplinary Probation | Detention  
- In-School Alternative  
- Restitution/Restoration  
- School/Agency Counseling  
- Suspension  
- Work assignment  
- Exclusion | Parent contact/ conference | If Administration deems necessary |
| ARSON: Shall mean any act utilizing fire, smoke, or explosives which cause alarm or danger to life; including but not limited to willful or malicious burning of school property, its contents, or the property of others. | Reprimand  
- Contact building administrator | Staff member submits  
- SBR  
- 5 days Suspension  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Restoration/Restitution  
- Incident Report  
- Call Fire Marshall  
- State Report Form | Behavioral Contract  
- Recommendation for Process to Determine Appropriate Disciplinary Action (over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling | Parent contact/ conference | Yes  
- Call Fire Marshall |
| ASSAULT I & II: Student makes an unlawful physical attack resulting in an injury to another with or without a weapon. | Reprimand  
- Contact building administrator  
- Removal from class | Staff member submits  
- SBR  
- Suspension  
- Disciplinary Probation  
- Restitution/Restoration  
- Incident Report  
- State Report Form  
- Recommendation for Process to Determine Appropriate Disciplinary Action (over the age of 12 years) Second Offenses | Behavioral Contract  
- Recommendation for Process to Determine Appropriate Disciplinary Action (over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling | Parent contact/ conference | Yes |
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<td>ASSAULT II:</td>
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| Shall mean (1) A person intentionally or recklessly causes physical injury to another person; or (2) With criminal negligence the person causes physical injury to another person by means of a deadly weapon or a dangerous instrument | • Reprimand  
• Contact building administrator  
• Removal from class  
| Staff member submits SBR  
• Suspension  
• Restitution/Restoration  
• Incident Report  
• State Report Form | • Behavioral Contract  
• Recommendation for process to determine appropriate Disciplinary Action (over the age of 12 years)  
• Referral to Alternative Program  
• School/Agency Counseling | • Parent contact/ conference | • Yes |
| ATTENDANCE PROBLEMS IN SCHOOL OR CLASS: | • Reprimand  
• Staff member fills out cut/late slip and/or notifies building administrator  
• Visiting Teacher notified if applicable | • Staff member submits SBR  
• Disciplinary Probation  
• No credit for class or day if absence is unexcused | • Detention  
• In-School Alternative Program  
• Referral to Alternative Program  
• School/Agency Counseling  
• Suspension  
• Work assignment  
• Exclusion from school activities | • Parent contact/ conference  
| Student has unexcused absence, unexcused tardiness or class cuts. | | | | | If Administration deems necessary  
In cases of Truancy |
| ATTORNEY GENERAL’S REPORT (JUVENILE ARREST WARRANT AND COMPLAINT): Shall mean the Department of Justice’s report of out-of-school criminal conduct, regardless of jurisdiction, which shows disregard for the health, safety and welfare or others, including, but not limited to acts of violence, weapons, and drug offenses. | • Reprimand  
• Notify IEP Team for students with disabilities | • Parent contact/conference  
• Disciplinary probation for students without disabilities  
• Students with disabilities convene IEP Team meeting | • Behavior Contract/ Behavior Support Plan  
• School/Agency counseling  
• Recommendation for process to determine appropriate disciplinary action (over the age of 12)  
• Referral to the Alternative Program | • Yes (if suspended) | N/A |

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| AUDIO OR VIDEO RECORDING - UNAUTHORIZED USE OF: Student records (audio, video, photographic), or attempts to record, without the direct authorization of the school administration. | • Reprimand  
• Removal from class | • Staff member submits SBR  
• Confiscate recording device | • Behavioral Contract  
• Detention  
• In-School Alternative  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Referral to Alternative Program  
• School/Agency Counseling  
• Suspension  
• Work assignment  
• Exclusion | • Parent contact/ conference | • If Administration deems necessary |
| BREAKING AND ENTERING: shall mean unauthorized entry of any locked area of the school environment during or after school; including, but not limited to, rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets and vehicles. | • Reprimand  
• Contact building administrator | • Staff member submits SBR  
• Disciplinary Probation  
• Restitution/Restoration  
• Incident Report  
• Suspension first offense grades 3-12; K-2 mandatory parent conference, suspension on 2nd & subsequent offenses | • Detention  
• In-School Alternative  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Referral to Alternative Program  
• School/Agency Counseling  
• Suspension | • Parent contact/ conference | • Yes |

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| BULLYING: shall mean any intentional written, electronic, verbal or physical act or actions against another students, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school or volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) Creating a hostile threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee. | • Reprimand  
• Removal from class | • Staff member submits SBR  
• School/Agency Counseling  
• Report incident in eSchool  
• Victim and perpetrator receive counseling services | • Behavioral Contract  
• Detention  
• Disciplinary Probation  
• In-School Alternative  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Restitution/Restoration  
• Suspension  
• Exclusion | • Parent contact/conference | • If Administration deems necessary |
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<th><strong>Immediate Action</strong>&lt;br&gt;By Staff Member Involved</th>
<th><strong>Required Action for Each Occurrence</strong>&lt;br&gt;(Additional Consequences/Discipline may also be used on First Offenses)</th>
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<td>BURGLARY: Illegal or unauthorized entry.</td>
<td>- Reprimand  &lt;br&gt;- Contact building administrator</td>
<td>- Staff member submits SBR  &lt;br&gt;- Disciplinary Probation  &lt;br&gt;- Restitution/Restoration  &lt;br&gt;- Incident Report  &lt;br&gt;- Second Offense requires suspension  &lt;br&gt;- State Report Form</td>
<td>- Detention  &lt;br&gt;- In-School Alternative  &lt;br&gt;- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  &lt;br&gt;- Referral to Alternative Program  &lt;br&gt;- School/Agency Counseling  &lt;br&gt;- Suspension</td>
<td>- Parent contact/conference</td>
<td>- Yes</td>
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<td>CRIMINAL DEADLY WEAPONS/DANGEROUS INSTRUMENT OFFENSE, COMMISSION OF: shall mean behavior in which law enforcement believes probable cause exists to arrest a student for any offense defined by 11 Del.C. §§ 1142-1458. Examples include, but are not limited to, carrying a concealed deadly weapon such as a gun or knife with 3&quot; or longer blade, carrying a concealed dangerous instrument, or possessing a destructive weapon.</td>
<td>- Reprimand  &lt;br&gt;- Contact Public Safety Office  &lt;br&gt;- Notify immediate Supervisor  &lt;br&gt;- Notify parents</td>
<td>- Process to determine appropriate disciplinary action  &lt;br&gt;- 5 day suspension; pending investigation can increase to 10 days  &lt;br&gt;- Incident report  &lt;br&gt;- State Report Form</td>
<td>- Referral to Alternative Program  &lt;br&gt;- Disciplinary probation  &lt;br&gt;- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
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<td>- Yes</td>
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| CRIMINAL DRUG OFFENSE, COMMISSION OF: shall mean behavior in which law enforcement believes probable cause exists to arrest a student for the possession, distribution, or use of alcohol, a drug, a drug-like substance, a look alike substance and/or paraphernalia as defined in 16 Del.C. Chapter 47-Uniform Controlled Substance Act and/or 4 Del.C.-Alcoholic Liquors. Examples include, but are not limited to, possession of marijuana, being under the influence of alcohol, or distribution of prescription medication. | - Contact building administrator | - 5 day suspension; possible 10 days pending investigation  
- Incident report  
- State Report Form | - Behavior Contract  
- School/Agency counseling  
- Recommendation for process to determine appropriate disciplinary action (over the age of 12)  
- Referral to the Alternative Program | - Yes (if suspended) | - N/A |
| CRIMINAL MISCHIEF (VANDALISM): shall mean when a student intentionally or recklessly: (1) Damages tangible property of another person or entity; or (2) Tamper with tangible property of another person so as to endanger person or property. | - Reprimand and confiscation of markers, paint, graffiti, materials, etc. | - Staff member submits SBR  
- Disciplinary Probation  
- Restitution/Restoration  
- Second Offense requires suspension  
- State Report Form  
- Incident Report | - Behavioral Contract  
- Detention  
- In-School Alternative  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- Suspension  
- School/Agency Counseling  
- Work Assignment  
- Exclusion from school activity | - Parent contact/conference | - If Administration deems necessary |
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| CRIMINAL SEXUAL OFFENSE, COMMISSION OF: Shall mean behavior in which law enforcement believes probable cause exists to arrest a student for any offense defined by §§763-780 and §§ 1108-1112A, 1352(2) and 1353(2) of 11Del.C. Examples include, but are not limited to, sexual harassment, unlawful sexual contact, rape, indecent exposure, or sexual extortion. | - Reprimand  
- Contact Building Administrator  
- Removal from Class | - Staff member submits SBR  
- Suspension  
- Disciplinary Probation  
- Restitution/Restoration  
- Incident Report  
- State Report Form  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Second Offenses | - Behavioral Contract  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling | Parent Contact/Conference  
- Parent Contact/Conference | Yes |
| CRIMINAL VIOLENT FELONY OFFENSE, COMMISSION OF: Shall mean behavior in which law enforcement believes probable cause exists to arrest a student for a violent felony as listed in 11 Del.C. §4201(c) and defined in Titles 11, 16, and 31 of the Delaware Code | - Reprimand  
- Contact Building Administrator  
- Removal from Class | - Staff member submits SBR  
- Suspension  
- Disciplinary Probation  
- Restitution/Restoration  
- Incident Report  
- State Report Form  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Second Offenses | - Behavioral Contract  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling | Parent Contact/Conference  
- Parent Contact/Conference | Yes |
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<td>CYBERBULLYING:</td>
<td>Reprimand</td>
<td>Staff member submits SBR</td>
<td>Behavioral Contract</td>
<td>Parent contact/ conference</td>
<td>If Administration deems necessary</td>
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<td>Removal from class</td>
<td>School/Agency Counseling</td>
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<td>Victim and perpetrator receive counseling services</td>
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<td>Restitution/Restoration</td>
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<td>Suspension</td>
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<td>Exclusion</td>
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*Cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which (1) interferes with a student’s physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that is reasonably likely to limit a student’s ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

*Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school district or charter school materials.*

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| **DANGEROUS INSTRUMENTS/LOOK-ALIKES-POSSESSION:** Student possesses and/or conceals potentially dangerous instruments or debilitating sprays such as but not limited to sling shots, knives, penknives, razor blades, sharp instruments, mace, pepper gas, or look-alikes, and any weapon which will, is designed to, or may readily be converted to, expel a projectile by the action of air pressure, carbon dioxide pressure, or mechanical means, including but not limited to pellet gas, B-B guns, CO₂ guns, and air guns. | **Confiscate instrument**  
**Reprimand**  
**Contact building administrator** | **Staff member submits SBR**  
**Suspension**  
**Disciplinary Probation**  
**Restitution/Restoration**  
**Incident Report**  
**State Report Form**  
**Recommendation for Process to Determine Appropriate Disciplinary Action (Second Offense)** | **Behavioral Contract**  
**Detention**  
**In-School Alternative**  
**Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)**  
**Referral to Alternative Program**  
**School/Agency Counseling**  
**Denial of Bus Privileges** | **Parent Contact/Conference** | **Yes** |
| **DANGEROUS INSTRUMENTS/LOOK-ALIKES-USE:** Using or threatening use of potentially dangerous instruments or debilitating sprays such as but not limited to slingshots, knives, pen-knives, razor blades, sharp instruments, mace pepper gas, look-alikes, and any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of air pressure, carbon dioxide pressure, or mechanical means, including but not limited to pellet guns, B-B guns, CO₂ guns and air guns. | **Confiscate instrument**  
**Reprimand**  
**Contact building administrator** | **Staff member submits SBR**  
**5 days Suspension**  
**Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)**  
**Disciplinary Probation**  
**Restitution/Restoration**  
**Incident Report**  
**State Report Form** | | **Parent Contact/Conference** | **Yes** |
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<td><strong>DANGEROUS INSTRUMENT(S)</strong></td>
<td>- Confiscate Instrument</td>
<td>- Staff member submits SBR</td>
<td>- Behavioral Contract</td>
<td>- Parent Contact/ Conference</td>
<td>- Yes</td>
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<td><strong>POSESSION/CONCEALMENT/SALE</strong></td>
<td>- Reprimand</td>
<td>- Up to 5 day Suspension</td>
<td>- Detention</td>
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<td></td>
<td>- Contact Building Administrator</td>
<td>- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
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<td>- State Report Form</td>
<td>- Denial of Bus Privileges</td>
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<td><strong>DEFIANCE OF SCHOOL AUTHORITY:</strong></td>
<td>- Reprimand</td>
<td>- Staff member submits SBR</td>
<td>- Behavioral Contract</td>
<td>- Parent Contact/ Conference</td>
<td>- If administration deems necessary member</td>
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<td>Shall mean: (1) A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action or; (2) A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel.</td>
<td>- Removal from Class</td>
<td>- Detention</td>
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<td>- Work Assignment</td>
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<td></td>
<td>- Exclusion</td>
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| DISORDERLY CONDUCT: Shall mean conduct which causes public inconveniences, annoyance or alarm or creates a risk thereof by: engaging in fighting or violent tumultuous or threatening behavior or making an unreasonable noise or an offensively coarse utterance or gesture of display or addressing, abusive language to any person present. | Reprimand  
Removal from Class | Staff member submits SBR  
Disciplinary Probation  
Suspension | Behavioral Contract  
Detention  
In-School Alternative  
Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
Referral to Alternative Program  
School/Agency Counseling  
Suspension  
Work Assignment  
Exclusion | Parent Contact/Conference | If administrator deems necessary |
| DISRUPTION OF THE EDUCATIONAL PROCESS: Shall mean behavior, which seriously disrupts, or is intended to disrupt, any school activity or the orderly operation of the school, including but not limited to boycotts, sit-ins, walk-outs. | Reprimand  
Removal from Class | Staff member submits SBR  
Disciplinary Probation  
Incident Report  
Parent Contact/Conference | Behavioral Contract  
Detention  
In-School Alternative  
Recommendation for Discipline Due Process Hearing (Over the age of 12 years)  
Referral to Alternative Program  
School/Agency Counseling  
Suspension  
Work Assignment  
Exclusion | Parent Contact/Conference | If Administration deems necessary |
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| DISRUPTION ON SCHOOL BUS: Any misconduct on the bus, disrespect to the driver, or vandalism to the bus. | Reprimand | Restitution/Restoration  
Bus Referral Form submitted  
State Report Form if appropriate | Behavioral Contract  
Denial of Bus Transportation  
Detention  
Disciplinary Probation  
In-School Alternative  
School/Agency Counseling  
Suspension  
Work Assignment  
Exclusion | Parent Contact/ Conference | If Administration deems necessary |
| DISTRIBUTION OF DRUGS AND/OR ALCOHOL AND/OR PARAPHERNALIA: Shall mean the sale, transfer, or distribution in school, on school property, or on school field trip of drugs, alcohol, drug-like substance, or look-alike substances. This situation includes prescription drugs or over-the-counter drugs. Possession of excessive amounts of drugs/alcohol or like-alike substances are considered as “possession with intent to deliver”. An “illegal substance” includes all substances which fall under the definition of “controlled substances” set forth in the Uniform Controlled Substances Act (16Del.C.Sec.4701 et.seq.). | Confiscate Instrument  
Reprimand  
Contact Building Administrator | Staff member submits SBR  
5 days Suspension  
Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
Disciplinary Probation  
Restitution/Restoration  
Incident Report  
State Report Form | Behavioral Contract  
Detention  
In-School Alternative  
Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
Referral to Alternative Program  
School/Agency Counseling  
Denial of Bus Privileges | Parent Contact/ Conference | Yes |
<table>
<thead>
<tr>
<th>Situation/Category</th>
<th>Immediate Action By Staff Member Involved</th>
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<th>Additional Consequences/Discipline (One or More Required for Subsequent Offenses)</th>
<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
<th>Referral to Police or Courts</th>
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</thead>
</table>
| DRIVING-UNSAFE: Student drives any vehicle on school property or while under school authority with reckless disregard for the safety of persons or property. | - Reprimand  
- Contact Building Administrator | - Staff member submits SBR  
- Restitution/Restoration  
- Second Offense requires Suspension | - Behavioral Contract  
- Denial of Driving Privileges on school property  
- Detention  
- Disciplinary Probation  
- In-School Alternative Program  
- Referral to Alternative Program  
- School/Agency Counseling  
- Suspension | - Parent Contact/Conference | - Yes |
| DRUG/ALCOHOL POLICY: See Administrative Guidelines for Drug/Alcohol Policy Pages 37 A-F | | | | | |
| ELECTRONIC DEVICES - UNAUTHORIZED USE OF: The unauthorized use of electronic devices such as but not limited to, cell phones, audio players, video games, communication devices, etc. that results in a disruption to the educational process or jeopardizes the health, safety or welfare of students or staff. | - Reprimand  
- Contact Building Administrator | - Staff Member submits SBR  
- Confiscate Electronic Device | - Behavioral Contract  
- Detention  
- In-School Alternative  
- Exclusion  
- Suspension | - Parent Contact/Conference | - If Administration deems necessary |
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<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
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</tr>
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</table>
| EXPLOSIVES:                | • Confiscate articles                     | • Staff Member submits SBR  
• Disciplinary Probation  
• 5 days Suspension  
• Recommendation for Expulsion for not less than one year, and  
• Alternative Placement  
• Restitution/Restoration  
• Incident Report  
• State Report Form | • Behavioral Contract  
• Suspension  
• Recommendation for Expulsion for not less than one year, and  
• Alternative Placement  
• School/Agency Counseling | • Parent Contact/Conference | • Yes |
|                            | • Reprimand  
• Confiscate Articles  
• Contact Building Administrator |                                                              |                                                                                 |                                                              |                             |
| EXTORTION:                 |                                           | • Staff member submits SBR  
• Restitution/Restoration  
• State Report Form if warranted  
• Incident Report if warranted  
• Parent Contact | • Suspension  
• SRO  
• Referral to Alternative Program  
• In-school Suspension  
• School/Agency Counseling  
• Behavior Contract | • Parent Contact/Conference with Administration, Counselor, Student Advisor, SRO, and Student | • If Administration deems necessary |
|                            |                                           |                                                              |                                                                                 |                                                              |                             |

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<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
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| FALSE DOCUMENTATION/FORGERY: | - Confiscate item | - Staff member submits SBR | - Behavioral Contract  
- Detention  
- Disciplinary Probation  
- In-School Alternative  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Restitution/Restoration  
- School/Agency Counseling  
- Suspension  
- Exclusion | - Parent Contact/Conference | - If Administration deems necessary |
| FELONY THEFT ($1500 OR MORE): | - Contact Building Administrator  
- SRO | - Confiscate Property  
- Parent Contact  
- Behavior Contract  
- Suspension  
- Restitution/Restoration  
- Incident Report Form  
- State Report Form | - Recommendation for Alternative Placement  
- School/Agency Counseling | - Parent Contract/Conference with Administration, Counselor, Student Advisor, SRO, and Student | - Yes |

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| FIGHTING: Shall mean any aggressive physical altercation between two or more individuals. | - Reprimand  
- Contact Building Administrator  
- Removal from Class | - Staff member submits SBR  
- Parent Contact  
- Suspension*  
*Grades 3-12 on first offense; K-2 exclusion with mandatory Parent Conference. Suspension on Second and subsequent offenses required. | - Suspension  
- Recommendation for Alternative Placement  
- School/Agency Counseling  
- Behavior Contract  
- Restitution/Restoration | - Parent Contact/Conference with Administration | - If Administration deems necessary |
| FIREARMS: Student possesses (A) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. "Destructive devices" include but are not limited to explosive, incendiary, or poison gas devices (bombs, rockets, etc.) | - Report Weapon/Firearm  
- Reprimand  
- Contact Building Administrator | - Staff member submits SBR  
- Secure Weapon/Firearm  
- 5 days Suspension  
- Recommendation for Expulsion for not more than one year, and Alternative Placement (Over the age of 12 years)  
- Disciplinary Probation  
- Restitution/Restoration  
- Incident Report  
- State Report Form  
- Behavioral Contract | - Behavioral Contract  
- Denial of Bus Transportation if offense occurs on bus  
- Suspension  
- Recommendation for Expulsion for not more than one year, and Alternative Placement (Over the age of 12 years)  
- School/Agency Counseling | - Parent Contact/Conference | - Yes |
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<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
<th>Referral to Police or Courts</th>
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</table>
| GAMBLING: Shall mean participation in games of chance for money or other things of value | • Reprimand and confiscation of gambling material  
• Confiscate Materials  
• Contact Building Administrator  
• Invoke Lockdown Procedures | • Parent Contact  
• Staff Submits SBR  
• State Report Form if warranted  
• Incident Report if warranted  
• Restitution/Restoration | • Suspension  
• SRO  
• School/Agency Counseling  
• In-school Suspension  
• Suspension  
• Behavior Contract | • Parent Contact/Conference with Administration | • If Administration deems necessary |
| GUN FREE SCHOOL'S VIOLATION: Shall mean the prohibited brining to school, or possession while in school of a firearm by a student. | • Contact Building Administrator  
• Confiscate firearm if safe to do so  
• Contact Police  
• Contact District Office.  
• Invoke Lockdown Procedures | • Removal from Class  
• Parent Contact  
• Staff Submits SBR  
• Suspension  
• State Report Form  
• Incident Report | • Suspension  
• School/Agency Counseling  
• Recommendation for Appropriate Disciplinary Action  
• Behavior Contract  
• School/Agency Counseling | • Parent Contact/Conference with Administration. | • Yes |
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<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
<th>Referral to Police or Courts</th>
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| HARASSMENT: Shall have the same meaning as provided in 11 Del.C. §1311. It includes any actions or statements that intimidate, offend, or defame the dignity or self-esteem of individuals or groups. Harassment may include, but is not limited to verbal harassment or abuse, repeated remarks or jokes with demeaning implications or other offensive behavior. Harassment also includes intimidating, offensive or defaming behavior or materials directed at an individual because of that individual's race, national origin, disability, sexual orientation or religion. | • Reprimand  
• Removal from class if appropriate  
• Contact Building Administrator | • Staff member submits SBR  
• Evidence turned over to Building Administrator | • Behavioral Contract  
• Detention  
• Disciplinary Probation  
• Possible referral for Due Process (over the age of 12)  
• School/Agency Counseling  
• Suspension | • Required for both the offender and victim | • If nature of harassment was sexual or Administration deems necessary |
| HAZING: Student willfully ridicules, harasses or causes participation in embarrassing pranks as a form of induction or initiation into a group/organization/sport. | • Reprimand  
• Contact Building Administrator | • Staff member submits SBR  
• Suspension  
• Disciplinary Probation  
• Exclusion | • Detention  
• In-School Alternative  
• School/Agency Counseling  
• Behavior Contract | • Parent Contact/Conference | • If Administration deems necessary |
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<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
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</table>
| **INAPPROPRIATE BEHAVIOR:** Shall mean behavior which produces distractions, friction or disturbances which seriously or repeatedly interfere with the effective function of the teacher and/or students within the school environment including, but not limited to, actions that could endanger the safety and welfare of others, disrespect of others, or plan to violate the school code of conduct. | • Reprimand  
• Contact Building Administrator  
• Removal from Class | • Staff member submits SBR  
• Meets with appropriate Administration | • Behavioral Contract  
• Detention  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12)  
• Possible referral to Alternative Program (ES and MS)  
• School/Agency Counseling  
• Suspension  
• Work Assignment | • Parent Contact/ Conference |  |
| **INAPPROPRIATE SEXUAL BEHAVIOR:** Indecent proposition, proposal, touching, and/or exposure. | • Reprimand  
• Contact Building Administrator  
• Removal from Class | • Staff member submits SBR  
• Suspension  
• Disciplinary Probation  
• Incident Report | • Behavioral Contract  
• In-School Alternative  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Referral to Alternative Program  
• School/Agency Counseling | • Parent Contact/ Conference | • Yes |
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<tr>
<td>INFLAMMATORY ACTIONS: Uses or threatens to use written or spoken language, gestures, electronic images, photos, or actions which might create alarm, fear, and/or a disturbance.</td>
<td>• Reprimand • Removal from Class</td>
<td>• Staff member submits SBR</td>
<td>• Behavioral Contract • Detention • Disciplinary Probation • In-School Alternative • Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) • Restitution/Restoration • School/Agency Counseling • Suspension • Exclusion</td>
<td>• Parent Contact/Conference</td>
<td>• If Administration deems necessary</td>
</tr>
<tr>
<td>INHALANT ABUSE: Shall mean chemical vapors that are inhaled for their mind altering effects.</td>
<td>• Contact Building Administrator • Confiscate evidence and secure for Administration • Contact nurse for evaluation</td>
<td>• Staff member submits SBR • Incident Report • School/outside counseling referral</td>
<td>• Suspension • Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12) • Possible referral to Alternative Placement • Exclusion</td>
<td>• Required immediately upon reporting and prior to readmission</td>
<td>• Yes</td>
</tr>
<tr>
<td>LEAVING SCHOOL PROPERTY WITHOUT PERMISSION:</td>
<td>• Contact Building Administrator • Visiting Teacher notified if applicable</td>
<td>• Staff member submits SBR • Suspension</td>
<td>• Behavioral Contract • Referral to Alternative Program • School/Agency Counseling • Work Assignment</td>
<td>• Parent Contact/Conference</td>
<td>• Yes</td>
</tr>
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</tbody>
</table>
| LOITERING/TRESPASSING: Individual is present in any school area or school bus without authorization. | • Reprimand | • Staff member submits SBR  
• Disciplinary Probation | • Detention  
• In-School Alternative  
• School/Agency Counseling  
• Suspension  
• Work Assignment | • Parent Contact/ Conference | • Yes, in cases of trespassing |
| MEDICATIONS: INAPPROPRIATE USE OR POSSESSION: Shall mean: (1) Using any substance for a purpose for which it was not intended or; (2) Possessing or using nonprescription medication or prescription drugs of any type in the school environment not in accordance with the school’s medication or drug and alcohol policy. | • Confiscate medication  
• Contact Building Administration  
• Contact Nurse | • Staff member submits SBR  
• Incident Report | • Suspension  
• Recommendation for  
• Process to Determine Appropriate Disciplinary Action (Over the age of 12)  
• Possible referral to Alternative Placement  
• School/Outside Counseling | • Required immediately upon reporting and prior to readmission | • If medications are not students or Administration deems necessary |
| MISUSE OF TECHNOLOGY: Shall mean soliciting, using or sending pornographic or obscene materials, accessing unauthorized email, downloading and/or installing files with or without malicious intent, and/or damage to equipment within the school environment. | • Reprimand  
• Log off and secure access to computer used by offender | • Staff member submits SBR  
• Contact Building Administrator  
• Administration Contact ISO at Technology if network or email related | • Loss of Technology rights—see Acceptable Use Policy  
• Detention  
• Suspension  
• Recommendation for  
• Process to Determine Appropriate Disciplinary Action (Over the age of 12)  
• Possible referral for Alternative Placement  
• School/Outside Counseling | • Required immediately if related to pornography  
• Required for readmission  
• Required if material depicts another student | • Required if material contains suspected pornography and/or as deemed necessary by Administration |

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<th>Parent Contact Re-Admission Conference Required upon Suspension</th>
<th>Referral to Police or Courts</th>
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</table>
| MISUSE OF TECHNOLOGY (SERVER CLAUSE): Shall mean situations in which a student or students deliberately tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system within the school environment resulting in the loss or corruption of information, the ability of the system to operate, or in any way disrupts or degrades the school or district’s technology infrastructure. | Reprimand  
Log off and secure access to computer used by offender  
Contact Building Administration  
Staff member submits an SBR | Administration Contact ISO at Technology if network or email related | Loss of Technology rights- see Acceptable Use Policy  
Detention  
Suspension  
Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12)  
Possible referral for Alternative Placement | Required for readmission | Yes if required by District ISO |
| OFFENSIVE TOUCHING: Shall mean intentionally touching another person either with a member of his or her body or with any instrument, knowing that the person is thereby likely to cause offense or alarm to such other person; or Intentionally striking another person with saliva, urine, feces or any other bodily fluid, knowing that the person is thereby likely to cause offense or alarm to such other person. | Reprimand  
Removal from Class | Staff member submits SBR  
Disciplinary Probation  
State Report Form required if against an employee  
Incident Report  
Suspension if against an employee | Behavioral Contract  
Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
Referral to Alternative Program  
School/Agency Counseling  
Suspension  
Exclusion | Parent Contact/Conference | If student, parent, or staff member chooses to press charges  
Referral required if staff member is involved |
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</table>
| PORNOGRAPHY: Shall mean the possession, sharing or production of any known obscene material | • Reprimand  
• Contact Building Administrator  
• Confiscate material | • Staff member submits SBR  
• Incident Report | • Detention  
• Suspension  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12)  
• Possible Referral to Alternative Program | • Parent Contact/Conference | • Yes |
| PULLING A FIRE ALARM: | • Reprimand  
• Contact Building Administrator | • Staff member submits SBR  
• Suspension  
• Disciplinary Probation  
• Restitution/Restoration | • Behavioral Contract  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Referral to Alternative Program  
• School/Agency Counseling | • Parent Contact/Conference | • Yes |
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<tr>
<td>RAPE OR ATTEMPTED RAPE: Shall mean forced sexual intercourse or attempted forced sexual intercourse without consent of the victim.</td>
<td>• Contact Building Administrator</td>
<td>• Immediate police notification</td>
<td>• School/Agency Counseling</td>
<td>• Parent Contact (Perpetrator and Victim)</td>
<td>• Yes</td>
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<td></td>
<td>• Victim to Nurse’s office</td>
<td>• Staff member submits SBR</td>
<td>• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
<td>• Parent Conference/Perpetrator</td>
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<td></td>
<td>• Contact School Psychologist/ Counselor</td>
<td>• 5 day suspension</td>
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<td>• Referral to Alternative Program and/or Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
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<td></td>
<td></td>
<td>• Incident Report</td>
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<td></td>
<td></td>
<td>• State Report Form</td>
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<tr>
<td>RECKLESS BURNING: Shall mean when a person intentionally or recklessly starts a fire or causes an explosion and recklessly places a building or property in danger of destruction or damages or places another person in danger of physical injury.</td>
<td>• Reprimand</td>
<td>• Staff member submits SBR</td>
<td>• Behavioral Contract</td>
<td>• Parent Contact/Conference</td>
<td>• Yes</td>
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<tr>
<td></td>
<td>• Contact Building Administrator</td>
<td>• 5 day Suspension</td>
<td>• Recommendation for Due Process (Over the age of 12 years)</td>
<td>• Call Fire Marshall</td>
<td></td>
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<td></td>
<td></td>
<td>• Restoration/Restitution</td>
<td>• Referral to Alternative Program</td>
<td>• School/Agency Counseling</td>
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<td>• Incident Report</td>
<td>• Exclusion</td>
<td>• Counseling</td>
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<td></td>
<td></td>
<td>• Call Fire Marshall</td>
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<td></td>
<td>• State Reporting Form</td>
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<td>RECKLESS ENDANGERING:</td>
<td>• Reprimand</td>
<td>• Staff member submits SBR</td>
<td>• Behavior Contract</td>
<td>• Parent Contact/Conference</td>
<td>• Required to report incident to police if reckless Endangering occurs due to the probable commission of an offense, which must be reported under H.B. 322, if the victim(s) is/are student(s), school volunteer(s), or school employee(s), and the student is 9 years of age or older. Otherwise not required to report.</td>
</tr>
<tr>
<td></td>
<td>• Contact Building Administrator</td>
<td>• Suspension (Gr. 3-12, on first offense; K-2, exclusion with Mandatory Parent Conference and suspension on second and third offenses)</td>
<td>• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
<td>• Referral to Alternative Program</td>
<td></td>
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<td>• Removal From Class</td>
<td>• Disciplinary Probation</td>
<td>• School/Agency Counseling</td>
<td>• Suspension</td>
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<tr>
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<td></td>
<td>• Restitution/Restoration</td>
<td>• Exclusion</td>
<td>• Suspension</td>
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<td></td>
<td></td>
<td>• Incident Report</td>
<td></td>
<td>• Referral to Alternative Program</td>
<td></td>
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<td>REPEATED VIOLATIONS OF STUDENT CODE OF CONDUCT: Shall mean: (1) Five or more documented student referrals for violation of the school's Code of Conduct within a school year, but not including chronic infractions for tardiness or unexcused absences to school/class; or (2) Violation of any behavior contract between a student, his/her legal guardian, and the school.</td>
<td>• Contact Building Administrator</td>
<td>• Administrator Conference</td>
<td>• Recommendation for Due Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
<td>• Parent Contact/Conference</td>
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| ROBBERY: Student feloniously takes personal property in the possession of another against his/her will, accomplished by means of force or fear. | • Reprimand  
• Contact Building Administrator | • Staff member submits SBR  
• 5 days Suspension  
• Restitution/Restoration  
• State Report Form  
• Incident Report | • Behavioral Contract  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Referral to Alternative Program  
• School/Agency Counseling | • Parent Contact/Conference | • Yes |
| SEXUAL ASSAULT: Shall mean any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment as defined in §763 of Title 11; sexual contact as defined in §761(f) Title 11; sexual intercourse as defined in §761(g) of Title 11; sexual penetration as defined in §761(i) of Title 11 and child sexual abuse as defined in §901 of Title 10. | • Contact Building Administrator  
• Perpetrator held in Administrator’s office  
• Victim to Nurse’s office  
• Contact School Psychologist | • Staff member submits SBR  
• 5 days Suspension  
• Referral to Alternative Program and/or Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
• Incident Report  
• State Report Form | • School/Agency Counseling  
• Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) | • Parent Contact (Perpetrator and Victim)  
• Parent Conference/Perpetractor | • Yes |
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| **SEXUAL CONTACT OR INTERCOURSE:** Student makes sexual contact with or without consent of victim. | - Reprimand  
- Contact Building Administrator | - Staff member submits SBR  
- 5 days Suspension  
- Referral to Alternative Program and/or Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Incident Report  
- State Report Form | - School/Agency Counseling  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) | - Parent Contact/Conference | - Yes |
| **SEXUAL HARASSMENT:** Shall mean threatening to engage in conduct likely to result in the commission of sexual offense against any person; or suggesting, soliciting, requesting, commanding, importuning or otherwise attempting to induce another person to have sexual contact or sexual intercourse or unlawful sexual penetration with the actor, knowing that the actor is thereby likely to cause annoyance, offense or alarm to that person. | - Contact Building Administrator | - Staff member submits SBR  
- School/Agency Counseling  
- 5 days Suspension  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Incident Report  
- State Report Form | - Parent Contact (Perpetrator and Victim)  
- Parent Conference/Perpetrator  
- Referral to Alternative Program and/or Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) | - Yes | - Yes |
| **SEXUAL MISCONDUCT:** Shall mean a consensual sexual act(s) between two individuals within the school environment. Non-consensual sexual acts may be considered criminal in nature. | - Contact Building Administrator | - Staff member submits SBR  
- Up to 5 days Suspension  
- Incident Report  
- State Report Form | - School/Agency Counseling  
- Referral to Alternative Program and/or Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) | - Parent Contact/Conference | - Yes |
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<td>STEALING: Shall mean that act of taking possession or transferring property of another without the consent of the owner.</td>
<td>• Contact Building Administrator • Reprimand</td>
<td>• Staff member submits SBR • Disciplinary Probation • Restitution/Restoration • Second Offense requires Suspension • State Report Form • Incident Report (Felony offenses)</td>
<td>• Behavioral Contract • Detention • In-School Alternative • Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) • Referral to Alternative Program • School/Agency Counseling • Suspension • Work Assignment • Exclusion from school activity</td>
<td>• Parent Contact/Conference</td>
<td>• Yes, if warranted</td>
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<tr>
<td>TAMPERING WITH PUBLIC RECORDS: Shall mean when knowing a person does not have authority of anyone entitled to grant it, a person knowing removes, mutilates, destroys, conceals, makes a false entry in or falsely alters any record or other written material filed with, deposited in or otherwise constituting a record of public office or public servant. Examples of a record of public office include, but are not limited to, student report cards, attendance records, transcripts, and disciplinary referrals.</td>
<td>• Contact Administrator • Confiscate documents in question</td>
<td>• Staff member submits SBR • Disciplinary Probation • Restitution/Restoration • Second Offense requires Suspension • Incident Report • State Report Form (Felony offenses)</td>
<td>• Behavioral Contract • Detention • Disciplinary Probation • In-School Alternative • Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) • Restitution/Restoration • School/Agency Counseling • Suspension • Exclusion of school activity</td>
<td>• Parent Contact/Conference</td>
<td>• Yes, if document contained personal data (e.g. Social Security #, financial info.)</td>
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| TECHNOLOGY: Unauthorized Access, Theft, Misuse, or Destruction of Technologies or Technological Information and/or does not comply with existing district Technology Acceptable Use Policies: Student accesses, or causes to be accessed, a computer or technology system without authorization, and/or obtains unauthorized technologies services, computer/technologies software or data, and/or alters, deletes, tampers with, damages, destroys, or takes data in or from a computer on technologies system, and/or alters, deletes, tampers with, damages or destroys technological equipment. | - Reprimand | - Staff member submits SBR  
- Disciplinary Probation  
- Restitution/Restoration  
- Second Offense requires Suspension  
- State Report Form/Incident Report (Felony offenses) | - Behavioral Contract  
- Detention  
- In-School Alternative  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling  
- Suspension  
- Work Assignment  
- Exclusion | - Parent Contact/Conference | - If student, parent, or staff member chooses to press charges  
- Yes, if felony offenses |
| TEEN DATING VIOLENCE: Shall mean assaultive, threatening or controlling behavior, including stalking as defined in §1312 of Title 11, that one person uses against another person in order to gain or maintain power or control in a current or past relationship. This behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships. | - Contact Building Administrator  
- Victim to Nurse's office  
- Contact School Psychologist/Counselor | - Staff member submits SBR  
- Suspension (if incident occurs on campus)  
- Incident Report  
- State Report Form | - School and/or Agency Counseling  
- Referral to Alternative Program and/or Process to Determine Appropriate Disciplinary Action (Over the age of 12 years) | - Parent Contact/Conference | - Yes |
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| **TERRORISTIC THREATENING:** Shall mean when: (1) A person threatens to commit any crime likely to result in death or in serious injury to person or property; or (2) A person commits an act with intent of causing an individual to believe that the individual has been exposed to a substance that will cause the individual death or serious injury. | - Reprimand  
- Contact Building Administrator | - Staff member submits SBR  
- Suspension-Gr. 3-12 on first offense; K-2, exclusion with Mandatory Parent Conference. Suspension on second and subsequent offenses required  
- Disciplinary Probation  
- Restitution/Restoration  
- State Report Form required if against an employee  
- Incident Report | - Behavioral Contract  
- In-School Alternative  
- Recommendation for  
- Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling  
- Suspension  
- Exclusion | - Parent Contact/Conference | - Yes, if directed towards a school employee on school property or at a school function. |
| **TERRORISTIC THREATENING-SECURITY THREAT:** Shall mean when a person makes a false statement or statements: (1) Knowing that the statement or statements are likely to cause evacuation of a building, place of assembly, or facility of public transportation; (2) Knowing that the statement or statements are likely to cause serious inconvenience; or (3) In reckless disregard of the risk of causing terror or serious inconvenience. | - Contact Building Administrator | - Staff member submits SBR  
- 5-day Suspension-Gr. 3-12 on first offense; K-2, exclusion with Mandatory Parent Conference. Suspension on second and subsequent offenses required  
- Disciplinary Probation  
- Restitution/Restoration  
- State Report Form required if against an employee  
- Incident Report | - Behavioral Contract  
- In-School Alternative  
- Recommendation for  
- Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling  
- Suspension  
- Exclusion | - Parent Contact/Conference | - Yes |

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| THEFT/POSSESSION OF STOLEN PROPERTY: A person is guilty of theft when he "takes, exercises control over, or obtains property of another person intending to deprive him of it or appropriates it." Possession/receipt of stolen property occurs when one "intentionally receives, retains, or disposes of property of another person with intent to deprive the owner of it or to appropriate it, knowing that it has been acquired under circumstances amounting to theft, or believing that it has been so acquired." | Reprimand | Staff member submits SBR  
Disciplinary Probation  
Restitution/Restoration  
Second Offense requires Suspension  
State Report Form/Incident Report (Felony offenses) | Behavioral Contract  
Detention  
In-School Alternative  
Recommendation for  
Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
Referral to Alternative Program  
School/Agency Counseling  
Suspension  
Work Assignment  
Exclusion | Parent Contact/Conference | Yes |
| TOBACCO-POSSESSION: Possession of tobacco products and/or all other smoking materials. | Reprimand  
Confiscate tobacco product(s) and/or all other smoking material(s) | Grades K-2, first offense-exclusion; Subsequent offenses-suspension.  
Grades 3-12, first and subsequent offenses - suspension  
Staff member submits SBR  
Counseling | Denial of Bus Transportation if offense occurs on bus  
Detention  
Disciplinary Probation  
In-School Alternative  
School/Agency Counseling  
Suspension  
Work Assignment  
Exclusion | Parent Contact/Conference | If Administration deems necessary |
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<td>TOBACCO-USE: Use, sale, or transfer of tobacco products and/or all other smoking materials.</td>
<td>• Reprimand  • Confiscate Tobacco product(s) and/or all other smoking material(s)</td>
<td>• Use/Sale/Transfer  • Grades K-12, first offense - suspension  • Staff member submits SBR  • Counseling</td>
<td>• Denial of Bus Transportation if offense occurs on bus  • Detention  • Disciplinary Probation  • In-School Alternative  • School/Agency Counseling  • Suspension  • Work Assignment  • Exclusion</td>
<td>• Parent Contact/Conference</td>
<td>• If Administration deems necessary</td>
</tr>
<tr>
<td>UNEXCUSED TARDINESS: Student has unexcused tardiness to school.</td>
<td>• Reprimand  • Staff member fills out cut/late slip and/or notifies building administrator  • Visiting Teacher notified if applicable</td>
<td>• Staff member submits SBR  • Disciplinary Probation  • No credit for class or day if absence is unexcused</td>
<td>• Detention  • In-School Alternative  • Referral to Alternative Program  • School/Agency Counseling  • Work Assignment  • Exclusion from school activities</td>
<td>• Parent Contact/Conference  • Review of attendance policy with parent and student</td>
<td>• If Administration deems necessary  • In cases of Truancy</td>
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| **UNLAWFUL SEXUAL CONTACT III:** Shall mean when a student has sexual contact with another person or causes the victim to have sexual contact with the student or a third person and the student knows that the contact is either offensive to the victim or occurs without the victim's consent. | - Contact Building Administrator  
- Perpetrator held in Administrator's office  
- Victim to Nurse's office  
- Contact School Psychologist  
- Contact District Office | - Staff member submits SBR  
- Suspension (5 days pending investigation by school administration)  
- Disciplinary Probation  
- Incident Report  
- State Report | - Behavioral Contract  
- In-School Alternative  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program School/Agency Counseling | - Parent Contact/Conference | - Yes |
| **USE AND/OR POSSESSION OF DRUGS AND/OR ALCOHOL AND/OR PARAPHERNALIA:** Shall mean to possess on your person or among your personal belongings, or to use or have consumed alcohol, drugs or any illegal substance. This includes being under the influence, even if use occurred off school groups. This situation includes look-alike substances, prescription drugs, and over the counter drugs. | - Contact administration.  
- Confiscate substance (s) and/or paraphernalia.  
- Staff member completes an SBR.  
- Incident Report  
- State Report | - Search the student, his/her locker, and/or other personal possessions. Confiscate any substance or other paraphernalia if found.  
- Initial 5 day suspension with mandatory psychological evaluation. Additional days may be added pending investigation. | - Behavioral Contract  
- In-School Alternative  
- Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)  
- Referral to Alternative Program  
- School/Agency Counseling  
- Suspension  
- Exclusion | - Parent Contact/Conference  
- Must provide documentation of psychological evaluation | - Yes |
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<td>WEAPONS/DEADLY WEAPON(S) POSSESSION/CONCEALMENT/SALE: Shall mean any possession/concealment/sale of a weapon/deadly weapon. The Weapon/Deadly Weapon list included, but is not limited to firearms, pellet guns (hard and soft), BB guns, air guns, bombs, electric weapons, projectile devices, knives with a full blade measure three or more inches, switchblade knife, mace, pepper gas, bill, blackjack, bludgeon, metal knuckles, slingshot, razor, razor blades, box cutter, xacto knife, bicycle chain, ice pick, Taser, and nonfunctional weapons. Also, any dangerous instrument will be considered a weapon/deadly weapon when used, displayed in a threatening manner, or attempted to used, to cause death or serious physical injury.</td>
<td>Contact Building Administrator</td>
<td>Staff member submits SBR</td>
<td>Behavioral Contract</td>
<td>Parent Contact/Conference</td>
<td>Yes</td>
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<td></td>
<td>Building Administrator confiscates weapon</td>
<td>Initial 5 day suspension with mandatory psychological evaluation. Additional days may be added pending investigation.</td>
<td>In-School Alternative</td>
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<td>Search the student, his/her locker, and/or other personal possessions.</td>
<td>Disciplinary Probation</td>
<td>Recommendation for Process to Determine Appropriate Disciplinary Action (Over the age of 12 years)</td>
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<td>Restitution/Restoration</td>
<td>Referral to Alternative Program</td>
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<td>State Report Form</td>
<td>Denial of Bus Privileges</td>
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