

How to Handle Level I Offenses

Chewing Gum:

Procedure: Request the student to properly dispose of the gum, observe the student dispose of the gum.

Options: Review school policy on gum chewing. Have student scrape the gum from desks or sidewalks. Notify parent.

Speaking without raising hand:

Procedure: Redirect behavior.

Options: Indicate appropriate method of contributing to discussion. Ignore and call on another student who is raising his/her hand. Acknowledge appropriate behavior. Respond to behavior with thumbs up or down, open hand or closed hand. Review classroom rules, model appropriate behavior.

Tardy:

Procedure: Ask for pass, review tardy policy. After two tardies, advise student that any further will result in an incident report and each successive tardy will warrant an additional incident report.

Options: Friday rewards for students who come early or show up on time.

Not looking at a teacher while being addressed:

Procedure: Approach the student calmly and ask for eye contact. Use discretion, in some cultures looking an adult in the eyes is a sign of disrespect.

Interfering with conference between a teacher and another student:

Procedure: Disregard comments made by uninvolved participant(s). Finish the conference with the already involved. Call the interfering student to later address the interfering behavior.

Options: Teach appropriate manners. Make appointment on student's time to discuss need to interfere.

Walking away from an adult while being addressed:

Procedure: Direct student to return to you in a calm, non-combative manner. If student refuses or disregards your directive, "We need to finish talking about this."

Options: Give student permission to stand away from you to gather his thoughts, then address problem calmly.

Unnaturally colored hair:

Procedure: Review school policy. Send student to the nurse's office to attempt to wash out the coloring.

Name Calling:

Procedure: Redirect behavior.

Option: Have student call parent. Require a written /verbal apology to offended party. Have student say two nice things following a put down directed to another.

Running in halls:

Procedure: Request that student stop and approach you for direction. State safety issue and model the proper behavior.

Option: Request that student return to his/her place of origination and correctly travel through the hall.

Firing a parting shot:

Procedure: Teacher should show discretion as to the severity and nature of the comment. Redirect the student indicating the appropriate behavior and communication technique.

Option: Notify parent.

Not following directions:

Procedure: Redirect student. Teach behavioral expectations.

Option: Review how to follow directions, using communicative skills. Check to see that student understands the directions by asking him to repeat directive.

Copying another student's work:

Procedure: Take up the paper.

Option: Teacher may assign a grade of zero for no credit. Teacher may choose appropriate penalty as to the nature of the assignment. Notify parent.

Arguing with a teacher in class:

Procedure: Refuse to argue with the student. State that the student is arguing and that it is not appropriate.

Option: Model appropriate conversation. Tell student to make an appointment to continue discussion.

No pass in hallway during class:

Procedure: Challenge the student for his/her pass. If student is unable to produce a pass, either escort the student back to his/her originating class, or have the student escorted to his/her originating class to get the appropriate pass.

Underwear showing:

Procedure: Review dress code. Request the student correct his/her appearance.

Option: If the student will not comply, you may offer to tighten the waistband with zip tie(s). If the student objects, send him/her to the office to correct.

Throwing objects in class:

Procedure: Redirect student. Require student to pick up object as well as to recognize appropriate behavior and safety issue.

Option: Have student stay after class and pick up garbage.

Public display of affection:

Procedure: Redirect behavior. Address both students involved.

Option: If the behavior is extreme (exhibitionism), students should be sent to the office. Teacher should use discretion.

Any cleavage showing:

Procedure: Review campus dress code. Request that the student comply with dress code.

Option: Pass student a note which says, "Cover up cleavage." Offer nonverbal clue to the student.

Inappropriate or Offensive language:

Procedure: Point out that language is inappropriate.

Option: Offer appropriate, alternative terminology. Require a written/verbal apology to offended party.

How to Handle Level II Offenses

Cutting in line in cafeteria:

Procedure: Verbal report to administrator on duty.

Option: Send to end of line. Send to clean up table.

Teasing another student:

Procedure: Stop incident, send a documented offense to office.

Option: Explain behaviors' impact on others, ask student to apologize.

Rough play:

Procedure: Stop behavior; send a documented offense to office.

Option: Explain consequences for their actions.

Cheating on test:

Procedure: Take up materials, notify parents by phone or e-mail, and send documentation to office.

Option: Zero on test, retest, grade as is.

Jumping off stairs:

Procedure: Stop and explain safety issue, send a documented offense to office.

Option: Have student go back and walk down the stairs right.

Accidentally injuring another:

Procedure: Care for injured person, send for assistance, report or send documentation to office.

Walking out of class:

Procedure: Call student back to determine cause, if unsuccessful contact office, to investigate.

Misbehavior for a substitute:

Procedure: Send incident report and a copy of substitute's note.

Option: Redirect class and review behavior expectations.

Possession of electronic devices: (phone, MP3, Ipod, etc.)

Procedure: Confiscate device and deliver to office labeled with student's name, as soon as possible.

Option: Review district policy with student.

How to Handle Level III Offenses

Intentional injury to another:

Procedure: Stop incident, care for any injuries, and immediately deliver student and incident report to office.

Truancy:

Procedure: Report to office, if you see student-keep student and contact office for an escort. Send incident report.

Fighting:

Procedure: Maintain crowd control, send for help immediately, verbally try to stop fight, and then recruit adult help to assist in stopping fight. Report to administrator or, deliver student and incident report to office.

Bullying:

Procedure: Send student to office with incident report.

Possession of drugs or illegal substance:

Procedure: Keep student and send for administrator and complete incident report.

Theft:

Procedure: Immediately "lock down" room. Report to administrator immediately, complete incident report.

Possession of a knife or other weapon:

Procedure: Attempt to safely confiscate weapon. Report to administrator immediately, send incident report.

Threatening another student:

Procedure: Separate students if you can do so safely. Report to administrator immediately, complete incident report.

Damaging school property:

Procedure: Complete incident report, send student to office.

Written threats:

Procedure: Collect written threat, complete incident report and send student to office.

Physical contact with a teacher:

Procedure: Stop behavior, detain student, complete incident report and send student to office.

Sexual Harassment:

Procedure: Report to administrator, complete incident report.

Use of any Electronic device during the school day:

Procedure: Confiscate, label, and turn into the office...turn in incident report.

Administrative disciplinary decisions and/or actions concerning all Level III offenses might include ISS, suspension, or expulsion. Administrative decisions will be based on information provided and investigation of the incident.