



DISCIPLINE PROCEDURE:

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a loving desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Cape Coral Charter School follows the Lee County Code of Conduct. Parents, guardians, and students are expected to become completely familiar with this code. A copy is issued to each student and will always be available on our web page and at the front office.

Prior to suspension or dismissal, the student has the right to a fair hearing.

DISMISSAL: The Principal may recommend to the Board of Directors (Lee Charter Foundation) to dismiss a student for any offense that requires a Level III Action and in addition for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Elementary School Matrix of Infractions and Consequences

The Matrix of Infractions and Consequences specifically identifies prohibited student conduct and lists the range of consequences which may be imposed for each infraction. When assigning consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's age and grade level, and the severity of the problem as it pertains to the specific situation.

INFRACTIONS (Numbers in parentheses correspond to offenses listed on pages 23-26)	1st Offense Level I (Minor)	1st Offense Level II (Minor)	1st Offense Level III (Serious)	1st Offense Level III	Repeated Offense Level II (Minor)	Repeated Offense Level III
Arson (12) (16)				X		
Bomb Threat (16) (23)				X		
Computer/Telecomm. Misuse (22)		X			X	X
Discrimination/Harassment (17) (27)	X		X		X	X
Drugs/Alcohol Violation (7)				X		
Over-the-Counter Drugs (9)	X		X			X
Drug Paraphernalia (8)			X			X
Extortion (13)		X	X		X	X
False Accusation Against Staff (20)				X		
Fighting (3)		X	X		X	X
Firearms Violation (2)				X		
Gambling (14)	X				X	
Gang-Related Activity (21)		X	X		X	X
Hazing (25)	X		X		X	X
Open Defiance (11)	X	X	X		X	X
Distracting Items (19)	X		X		X	X
Inappropriate Language/Gestures (10)	X	X	X		X	X
Repeated Misconduct (26)			X			X
Sexual Misconduct/Obscene Act (15)		X	X			X
Substantial Disruption of School (16)				X		
Theft (12)	X		X		X	X
Threat /Violence to Staff/Students (23)		X	X			
Tobacco Violation (6)		X				X
Trespassing (5)					X	X
Unauthorized Publication/Posting (24)	X	X	X		X	X
Uninvited Physical Contact (4)	X		X		X	X
Vandalism (12)	X		X		X	X
Walk-Out / Sit-In Participation (18)		X	X			X
Weapons Violation (1)			X			X

LEVEL I

- Conference with Teacher
- Conference with Principal
- Conference with Counselor and/or Administration
- Conference with School and Parents
- Referral to Community Agency
- Adjustment of Student's Program
- Conflict Resolution

LEVEL II

- Detention
- Timeout
- Work Detail
- After-Hours School
- In-School Alternative Placement

LEVEL III

- External Suspension
- Administrative Review
- Alternative Reassignment
- Expulsion

Middle & High School Discipline Matrix

The Discipline Matrix specifically identifies prohibited student conduct and lists the range of consequences which may be imposed for each infraction. When assigning consequences for misconduct, the principal or the principal's designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, and the severity of the problem as it pertains to the specific situation.

1. Alcohol (ALC) – Possession, sale, purchase, use, or under the influence of alcoholic beverages. <i>Offense Middle School First Level III (Admin. Review)</i>
2. Arson (ARS) -Damaging, or attempting to damage, any real or personal property by fire or explosion; intentionally setting a fire on/with school property. <i>Offense Middle School First Level III (Admin. Review)</i>
3. Battery (BAT) – Physical use of force or violence by an individual against another; uninvited physical contact with another person, including, but not limited to, pushing, pulling, shoving, and/or via an object. <i>Offense Middle School First Level III (Admin. Review)</i>
4. Bullying/Harassment (BHA) – Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. <i>Offense Middle School High School First Level I (Documented Warning) Level I (Documented Warning) Second Level II (3 Days OSS) Level II (3 Days OSS) Third Level II (3 Days OSS) Level II (3 Days OSS) Fourth Level II (5 Days OSS) Level II (5 Days OSS) Fifth Level III (Admin. Review) Level III (Admin. Review)</i>
5. Breaking/Entering (BRK) – Unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence of the intent to damage or remove property or harm a person(s). <i>Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)</i>
6. Disruption on Campus (DOC) – Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others, including but not limited to making a bomb threat, inciting a riot, or initiating a false fire alarm, etc. (For disruptive behavior in classroom environment or related functions, see #24). <i>Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)</i>
7. Drug Sale/Distribution (DRD) – Manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance, or substance represented to be a drug, including but not limited to a student giving prescription drugs prescribed for someone else to another person. (Alcohol is excluded, see #1. For over-the-counter drugs, see #42). <i>Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)</i>
8. Drug Use/Possession (DRU) – Use, possession, or under the influence of any drug, narcotic, or controlled substance, including but not limited to a student possessing prescription drugs that are not prescribed for him/her. (Alcohol is excluded, see #1. For over-the-counter drugs, see #42). <i>Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review) 20</i>
9. Fighting (FIT) – Two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury that requires immediate first aid or subsequent medical attention. (Pushing, shoving, or minor confrontations are excluded, see #34). <i>Offense Middle School High School First (minor) Level II (3 Days OSS) Level II (5 Days OSS) Second (minor) Level II (5 Days OSS) or III Level II (7 Days OSS) or III Third (minor) Level III (Admin. Review) Level III (Admin. Review) First (major) Level III (Admin. Review) Level III (Admin. Review) Failure to Stop When Told Level III (Admin. Review) Level III (Admin. Review)</i>

10. **Homicide (HOM)** – Unjustified killing of one human being by another. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

11. **Kidnapping (KID)** – Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

12. **Other Major (OMC)** – Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

13. **Robbery (ROB)** – Taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

14. **Larceny/Theft (STL)** – Unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm, and the stolen property totals \$300 or more. (For stolen property less than \$300, see #35). *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

15. **Sexual Battery (SXB)** – Forced or attempted penetration by using a sexual organ or an object. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

16. **Sexual Harassment (SXH)** – Unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

17. **Sexual Offenses (SXO)** – Other sexual misconduct or contact without force, or threat of force; subjecting an individual to lewd sexual gestures or comments or sexual activity; or exposing private body parts in a lewd manner. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review) 21*

18. **Tobacco (TBC)** – Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation. *Offense Middle School High School First Level II (1 Day ISS & Citation) Level II (2 Days ISS & Citation) Second Level II (2 Days ISS & Citation) Level II (3 Days ISS & Citation) Third Level II (3 Days ISS & Citation) Level II (5 Days ISS & Citation)*

19. **Threat/Intimidation (TRE)** – Threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) *intent* – an intention that the threat is heard or seen by the person who is the object of the threat; (2) *fear* – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) *capability* – the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained. *Offense Middle School High School First (minor) Level II (3 Days OSS) Level II (3 Days OSS) Second (minor) Level III (Admin. Review) Level III (Admin. Review) First (major) Level III (Admin. Review) Level III (Admin. Review)*

20. **Trespassing (TRS)** – Entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

21. **Vandalism (VAN)** – Intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it, and the resulting damage amounts to \$1,000 or more. (For damage amounts less than \$1,000, see #42). *Offense Middle School High School First Level III (Admin. Review) Level III (Admin. Review)*

22. Weapons Possession (WPO) – Possession of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, including but not limited to: firearms, handguns, zip guns, rifles, shotguns, flare guns, knives, brass knuckles, razor blades, Chinese stars, chains, mace, sharp objects, etc. *Offense Middle School High School* First Level III (Admin. Review) Level III (Admin. Review)

23. Cheating (CHT) – Inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. *Offense Middle School High School* First Level I (Proof to Admin.; Level I (Proof to Admin.; Parent Parent Contact; Student Receives Zero) Contact; Student Receives Zero) Second Level III (Admin. Review) Level III (Admin. Review)

24. Disruptive Behavior (DIS) – Participating in and/or encouraging any activity that substantially disrupts the classroom environment or its related functions. *Offense Middle School High School* First (minor) Level II (2 Class Pds. in TMT) Level II (2 Class Pds. in TMT) Second (minor) Level II (3 Class Pds. in TMT) Level II (3 Class Pds. in TMT) Third (minor) Level II (4 Class Pds. in TMT) Level II (4 Class Pds. in TMT) Fourth (minor) Level II (3 Days ISS) Level II (3 Days ISS) Fifth (minor) Level II (5 Days ISS) Level II (5 Days ISS) Sixth (minor) Level II (5 Days ISS) Level II (5 Days ISS) Seventh (minor) Level II (3 Days OSS) Level II (3 Days OSS) Eighth (minor) Level II (5 Days OSS) Level II (5 Days OSS) Ninth (minor) Level II (5 Days OSS) Level II (5 Days OSS) Tenth (minor) Level III (Admin. Review) Level III (Admin. Review) * *DIS -continued on next page* * 22

Disruptive Behavior (DIS) – cont. *Offense Middle School High School* First (major) Level II (3 Days ISS) Level II (3 Days ISS) Second (major) Level II (5 Days ISS) Level II (5 Days ISS) Third (major) Level II (5 Days ISS) Level II (5 Days ISS) Fourth (major) Level II (3 Days OSS) Level II (3 Days OSS) Fifth (major) Level II (5 Days OSS) Level II (5 Days OSS) Sixth (major) Level II (5 Days OSS) Level II (5 Days OSS) Seventh (major) Level III (Admin. Review) Level III (Admin. Review) Note: Disruptive behavior while in Internal Suspension: a. First Offense – Level II (3 Days OSS) b. Second Offense – Level II (5 Days OSS) c. Third Offense – Level III (Admin. Review) Note: Disruptive behavior with a Substitute Teacher: a. First Offense – Level II (3 Days ISS or 3 Days After-Hours School) b. Second Offense – Level II (5 Days ISS or 5 Days After-Hours School) c. Third Offense – Level II (3 Days OSS) d. Fourth Offense – Level II (5 Days OSS) e. Fifth Offense – Level III (Admin. Review)

25. Dress Code Violation (DCV) – Failure to comply with dress code requirement(s). *Offense Middle School High School* First Correction/WRN or ISS Correction/WRN or ISS Second ISS Rest of Day ISS Rest of Day Third ISS & 1 Day After-Hours School ISS & 1 Day After-Hours School Fourth Level II (3 Days ISS) Level II (3 Days ISS) Fifth Level II (3 Days OSS) Level II (3 Days OSS)

26. False Accusation (FAL) – Making false accusation(s) against a staff member that may jeopardize employment, professional certification, or reputation, including, but not limited to, accusations created and/or transmitted from any computer or any electronic device during or after school hours. *Offense Middle School High School* First Level III (Admin. Review) Level III (Admin. Review)

27. Forgery/Misuse (FOR) – Making a false or misleading communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member. *Offense Middle School High School* First 1 Day After-Hours School 1 Day After-Hours School Second Level II (1 Day ISS) Level II (2 Days ISS) Third Level III (Admin. Review) Level III (Admin. Review)

28. Gang-Related Activity (GRA) – Engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang-identified rituals or behaviors. *Offense Middle School High School* First Level III (Admin. Review) Level III (Admin. Review)

29. Insubordination/Disrespect (INS) – Refusal or failure to follow a direction or an order from a school staff member, bus driver, or any adult in authority; and/or the use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons. *Offense Middle School High School* First (minor) Level II (1 Class Pd. in TMT) Level II (1 Day ISS) Second (minor) Level II (3 Class Pds. in TMT) Level II (3 Days ISS) Third (minor) Level II (3 Days OSS) Level II (3 Days OSS) Fourth (minor) Level II (5 Days OSS) Level II (5 Days OSS) Fifth (minor) Level III (Admin. Review) Level III (Admin. Review) * *INS -continued on next page* * 23

Insubordination/Disrespect (INS) – cont. *Offense Middle School High School* First (major) Level II (3 Days OSS) Level II (5 Days OSS) Second (major) Level II (5 Days OSS) Level II (7 Days OSS) Third (major) Level III (Admin. Review) Level III (Admin. Review) Note: A pattern of repeated misconduct that disrupts the school's orderly environment may result in an Administrative Review (Level III) based on insubordination.

30. No Show Discipline (NSD) – Failure to show for previous assigned discipline measures. *Offense Middle School High School* First 1 Day ISS or After-Hours School Level II (2 Days ISS) Second Level II (2 Days ISS) Level II (3 Days ISS) Third Level II (3 Days OSS) Level II (3 Days OSS) Fourth Level III (Admin. Review) Level III (Admin. Review)

31. Off-Campus Felony (FEL) -A student who has been formally charged, by the proper prosecuting attorney, with a felony or with a delinquent act which would be a felony if committed by an adult on other than school property, or a student who has been adjudicated guilty of a felony on other than school property, may be recommended for alternative reassignment or expulsion by the Principal. *Offense Middle School High School* First Level III (Admin. Review) Level III (Admin. Review)

32. Paraphernalia/Drug (PAR) – Possessing, using, selling, storing, or distributing any equipment used for the purpose of preparing or taking drugs. *Offense Middle School High School* First Level III (Admin. Review) Level III (Admin. Review)

33. Parking Lot/Driving Violation (PRK) – Failure to follow established school parking lot and/or driving rules. *Offense Middle School (No M.S. Drivers) High School* First Warning Warning Second 1 Day After-Hours School 1 Day After-Hours School Third Level II (1 Day OSS) 2-Week Loss of Parking Privilege Fourth Level II (3 Days OSS) 3-Week Loss of Parking Privilege Fifth Level III (Admin. Review) Level III (Admin. Review)

34. Peer Conflict (PRC) – Mutual participation in an altercation that involves only minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply. *Offense Middle School High School* First (minor) Level II (3 Days ISS) Level II (3 Days ISS) Second (minor) Level II (5 Days ISS) Level II (5 Days ISS) Third (minor) Level II (5 Days OSS) Level II (5 Days OSS) Fourth (minor) Level II (3 Days OSS) Level II (3 Days OSS) Fifth (minor) Level II (5 Days OSS) Level II (5 Days OSS) Sixth (minor) Level II (5 Days OSS) Level II (5 Days OSS) Seventh (minor) Level III (Admin. Review) Level III (Admin. Review) First (major) Level II (3 Days OSS) Level II (3 Days OSS) Second (major) Level II (5 Days OSS) Level II (5 Days OSS) Third (major) Level II (5 Days OSS) Level II (5 Days OSS) Fourth (major) Level III (Admin. Review) Level III (Admin. Review)

35. Petty Theft (PTF) – Unauthorized taking, carrying, or concealing property of another person without threat, violence, or bodily harm, and the stolen property totals less than \$300. *Offense Middle School High School* First 3 Days OSS & Restitution 5 Days OSS & Restitution Second 5 Days OSS & Restitution Admin. Review & Restitution Third Admin. Review & Restitution Admin. Review & Restitution 24

36. Profanity (PRO) – Use of profanity, and/or vulgar, abusive, or inappropriate language or gestures. *Offense Middle School High School A. Student to Adult* First Level II (3 Days OSS) Level II (5 Days OSS) Second Level II (5 Days OSS) Level II (7 Days OSS) Third Level III (Admin. Review) Level III (Admin. Review) *B. Student to Student* First Level II (1 Day ISS) Level II (2 Days ISS) Second Level II (2 Days ISS) Level II (3 Days ISS) Third Level II (3 Days ISS) Level II (5 Days ISS) Fourth Level III (Admin. Review) Level III (Admin. Review) *C. General Use in Halls* First 1 Day After-Hours School 1 Day After-Hours School Second 2 Days After-Hours School Level II (2 Days ISS) Third Level II (2 Days ISS) Level II (3 Days ISS) Fourth Level II (3 Days ISS) Level III (Admin. Review) *D. Racial/Ethnic Slurs* First Level II (3 Days OSS) Level II (5 Days OSS) Second Level II (5 Days OSS) Level II (7 Days OSS) Third Level III (Admin. Review) Level III (Admin. Review)

37. Skipping Class (SKP) – Not reporting to or leaving an assigned class, activity, or area without receiving proper approval and/or following the established procedures for checking out of a class. *Offense Middle School High School* First Level II (Admin. Detention) Level II (Admin. Detention) Second 1 Day After-Hours School 2 Days After-Hours School Third 2 Days After-Hours School Level II (2 Days ISS) Fourth Level III (Admin. Review) Level III (Admin. Review)

38. Skipping Off-Campus (SKO) – Leaving school grounds without receiving proper approval and/or following the established procedures for signing-out. *Offense Middle School High School* First 1 Day After-Hours School 2 Days After-Hours School Second 2 Days After-Hours School Level II (2 Days ISS) Third Level III (Admin. Review) Level III (Admin. Review)

39. Tardiness (TAR) – Late arrival to a class or to school, or the failure to sign-in upon arrival to school. *Offense Middle School High School A. Tardy to Class (Periods 2-7)* First Level II (1 Admin. Detention) Level II (Admin. Detention) Second Level II (1 Admin. Detention) Level II (Admin. Detention) Third Level II (2 Admin. Detentions) Level II (Admin. Detention) Fourth 1 Day After-Hours School Level II (Admin. Determination) Fifth 2 Days After-Hours School Level II (Admin. Determination) Sixth Level III (Admin. Review) Level III (Admin. Review) *B. Tardy to School* First Warning/Parent Contact Warning/Parent Contact Second Warning/Parent Contact Warning/Parent Contact Third Level II (Admin. Detention) Level II (Admin. Detention) Fourth Level II (2 Days ISS) Level II (2 Days ISS) Fifth Level III (Admin. Review) Level III (Admin. Review) *C. Failure to Sign-In* First 1 Day After-Hours School 1 Day After-Hours School Second Level II (1 Day ISS) Level II (2 Days ISS) Third Level II (2 Days ISS) Level II (3 Days ISS) Fourth Level III (Admin. Review) Level III (Admin. Review) 25

40. Truancy/Skipping All Day (TRU) – Unauthorized absence from attending school without the knowledge and permission of the student’s parent/legal guardian or school authorities. *Offense Middle School High School* First 1 Day After-Hours School 2 Days After-Hours School Second 2 Days After-Hours School Level II (2 Days ISS) Third 3 Days After-Hours School Level II (3 Days ISS) Four Level III (Admin. Review) Level III (Admin. Review)

41. Unauthorized Area (UNA) -Being present in buildings, rooms, or other areas on a school campus that are restricted to student access during all or part of a day. *Offense Middle School High School* First Level II (Admin. Detention) Level II (Admin. Detention) Second 1 Day After-Hours School Level II (2 Days ISS) Third Level II (1 Days ISS) Level II (3 Days ISS) Fourth Level II (3 Days OSS) Level III (Admin. Review) Fifth Level III (Admin. Review) Level III (Admin. Review)

42. Other Rule Violations (OTH) – Other rule violations that do not fall into the above categories, or other offenses as indicated below. • Possession, use, sale, or distribution of over-the-counter medication, including, but not limited to, aspirin, vitamins, Tylenol, etc.: ♦ First Offense (minor) – Level II (Admin. Detention) ♦ First Offense (major) – Level III (Admin. Review) ♦ Repeated Offense – Level III (Admin. Review) • Vandalism offenses that result in damage amounts totaling less than \$1,000: ♦ First Offense (minor) – Level II (3 Days ISS) ♦ Second Offense (minor) – Level II (5 Days OSS) ♦ Third Offense (minor) – Level III (Admin. Review) ♦ First Offense (major) – Level III (Admin. Review) • Participation in any form of gambling: ♦ First Offense – Level II (Admin. Detention) ♦ Repeated Offense – Level II (3 Days ISS) • Possession, use, and/or storage of contraband to include, but not limited to, toys, games, radios, CD players, MP3 players, headsets, laser pens/pointers, etc., during regular school hours: ♦ First Offense (minor) – Level I (WRN); Taken & Return at End of Day ♦ Second Offense (minor) – Level II (1 Day ISS); Taken & Return after 1 Day of ISS ♦ Third Offense (minor) – Level II (3 Days OSS) or III (Admin. Review); Taken & Return to Parent ♦ First Offense (major) – Level III (Admin. Review); Taken & Return to Parent at Admin. Review • Displaying or use of any communication or recording device, such as, but not limited to, cellular telephones, text messaging devices, digital cameras, etc., during regular school hours: ♦ First Offense (minor) – Level I (WRN); Taken & Return at End of Day ♦ Second Offense (minor) – Level II (2 Days ISS); Taken & Return after 2 Days of ISS ♦ Third Offense (minor) – Level II (3 Days OSS); Taken & Return after 3 Days of OSS ♦ Fourth Offense (minor) – Level III (Admin. Review); Taken & Return to Parent at Admin. Review ♦ First Offense (major) – Level III (Admin. Review); Taken & Return to Parent at Admin. Review 26

• Manipulating computer hardware, software or data, and/or the misuse of telecommunication services, including but not limited to, the improper use of technology devices or posting of inappropriate information on the Internet, during or after school hours, that may interfere with the educational process:

♦ First Offense (minor) – Level II (3 Days OSS)

♦ First Offense (major) – Level III (Admin. Review)

♦ Repeated Offense – Level III (Admin. Review)

• Unapproved posting or distribution of printed material, petitions, electronic messages, or graphic representations: ♦ First Offense (minor) – Level I (WRN) ♦ First Offense (major) – Level II (3 Days OSS) or III (Admin. Review) ♦ Repeated Offense – Level III (Admin. Review)

• Engaging in any form of hazing activity involving other students, with or without the purported consent or

willingness of the other student to participate in a hazing activity:

♦ First Offense (minor) – Level II (3 Days OSS)

♦ First Offense (major) – Level III (Admin. Review)

♦ Repeated Offense – Level III (Admin. Review)

• Participating in acts of public display of affection: ♦ First Offense – Level I (WRN)

♦ Second Offense – Level II (1 Day After-Hours School) ♦ Third Offense – Level II (2 Days After-Hours School)

♦ Fourth Offense – Level II (3 Days ISS)

• Involvement in any transportation (bus) violation: ♦ First Offense (minor) – Parent Notification Letter / Warning ♦ Second Offense (minor) – Level II (3 Days Bus Suspension) ♦ Third

Offense (minor) – Level II (5 Days Bus Suspension) ♦ Fourth Offense (minor) – Level II (7 Days Bus Suspension) ♦ Fifth Offense (minor) – Level II (Conference w/ Parent; 10 Days Bus Suspension)

♦ First Offense (major) – Level II (3 Days Bus Suspension)

♦ Second Offense (major) – Level II (5 Days Bus Suspension)

♦ Third Offense (major) – Level II (7 Days Bus Suspension)

♦ Fourth Offense (major) – Level II (Conference w/ Parent; 10 Days Bus Suspension)

Additional Notes:

. • Administrative Review – A total review of the student’s record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at, or immediately following, the review. Depending on the severity and/or frequency of Level III offenses, consequences may range from suspension to alternative reassignment to expulsion.

. • **Repeated misconduct, or multiple incidents requiring disciplinary action, which disrupts the orderly environment of a school, school function, or extracurricular program or activity may result in an Administrative Review (Level III) based on insubordination.**

. • Failure to show for After-Hours School will be treated as No Show Discipline (#30).

. • **Middle School students may not drive to school.**

. • Parental contact will be attempted for all Level I, II, and III offenses.