

## MES Disciplinary Infractions

### LEVEL 1 MISCONDUCT:

- Minor misbehavior on the part of the student, which impedes orderly classroom or school procedures.

### EXAMPLES:

Classroom disturbance, chronic tardiness, improper language, failure to carry out directions, disrespect, electronics: possession or use of cell phone (text messaging, receiving or making calls, or using the internet), inappropriate attire, etc.

### DISCIPLINARY RESPONSE:

The staff member supervising the student shall immediately intervene. Repeated misbehavior requires parental conference with teacher, counselor, or principal. The staff member keeps a written record of the offense with a copy submitted to building principal. Due process is followed.

### DISCIPLINARY OPTIONS:

Verbal reprimand, parental contact, "Time Out", counseling, withdrawal of privileges, recess detention, in-school restriction (less than full day), in-school suspension, referral to Student Support Team, out-of-school suspension (5 days or less).

## LEVEL 2 MISCONDUCT:

- Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school; misbehavior which may require administrative intervention, as previous disciplinary actions were not effective.

### EXAMPLES:

Repeated disruptive classroom behavior, cheating, disrespect, defiance, harassment of other students, fighting, leaving school without permission, truancy, altercation (physical or verbal), bullying or cyber bullying, computer policy violations, disrespectful language or action toward staff or student, throwing food, instigation or intimidation or coercion, insubordination or failure to follow school rules, lewd behavior, plagiarism, possessing or sharing obscene materials, profanity or gestures, etc.

### DISCIPLINARY RESPONSE:

Staff member should contact home. Student may be referred to the administration. If so, administration will meet with the student and/or teacher and effect the most appropriate disciplinary action. The teacher will be informed of the disciplinary action taken and the administrator shall maintain a proper and accurate record of same. A parental conference may be held. Due process is followed.

### DISCIPLINARY OPTIONS:

Parental/staff conference, counseling referral, removal of student by teacher from class, extended lunch/ recess detention, in-school restriction (less than a full day), in-school suspension, referral to Student Support Team, out-of-school suspension, Superintendent's hearing (possible suspension: 5 days plus)

## LEVEL 3 MISCONDUCT:

- Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Some infractions may be considered criminal but most frequently can be handled by the disciplinary mechanism within the school.

### EXAMPLES:

Vandalism, threats to others, escalation of cyber bullying, stealing, flagrant disrespect to school employees, serious fighting, harassment sexual or racial, hazing, threatening staff (physical, verbal) etc.

### DISCIPLINARY RESPONSE:

The administration initiates disciplinary action by investigating the infraction and conferring with staff on the extent of consequences. The administration meets with the student and confers with the parent concerning the student's misconduct and resulting disciplinary action. The principal maintains a proper and accurate record of offenses and disciplinary actions taken. Due process is followed.

## DISCIPLINARY OPTIONS:

Parent/staff conference, in-school restriction (less than a full day) in-school suspension, referral to Student Support Team, out-of-school suspension (5 days or less), Superintendent's hearing (possible suspension: 5 days plus)

## LEVEL 4 MISCONDUCT:

- Acts which result in violence to another person or property or which poses direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action resulting in the immediate removal of the student from the school and the intervention of law enforcement authorities and/or action by the Board of Education.

## EXAMPLES:

Extortion, vandalism, very serious fighting, assault or battery, misuse of fire alarm or equipment, bomb threat, arson, possession or use or transfer of illegal substance (e.g. tobacco, alcohol, drugs), possession of a weapon, felony, fireworks, gambling, misdemeanors, smoking or other tobacco use, truancy, threat to cause bodily harm (written, verbal, or electronic).etc.

## DISCIPLINARY RESPONSE:

The administrator verifies the offense, confers with staff involved and meets with student. The student is immediately removed from the school environment and parents are notified. School officially contacts law enforcement agency and assists in prosecuting offender. A complete and accurate report is submitted to the Superintendent for appropriate action. The student is given full due process hearing before the Superintendent, his designee, or the Board of Education. Due process is followed.

## DISCIPLINARY OPTIONS:

Referral to outside agency, social probation, out- of-school suspension (5 days), Superintendent/Board of Education hearing (possible suspension: 5 days plus), alternative educational program.

\*\*\*A student may be referred to the Superintendent of Schools for any off-campus conduct that is considered dangerous to the safety and well being of the students or staff of the Marlboro Elementary School. Such action may result in an alternative educational program.

