

### **SHS/CTC: MINOR OFFICE REFERRAL DEFINITIONS**

- Behaviors that do not require an administrator
- Behaviors that are managed by the teacher, paraprofessional, custodian, cafeteria or other staff.
- Behaviors that do not violate other's rights/properties
- Behaviors that are not chronic

#### **Include Procedures to:**

- Inform student of the behavior violation
- Describe expected behavior
- Seek student input as to his/her version of the behavior and the cause of behavior.
- Complete staff matrix sheet if level 2 intervention or provide student with a copy of the completed Minor component of Office Discipline Referral Form.

#### **Take into consideration such as:**

- Does the student understand the expected behavior?
- Does the parent/guardian need to be contacted?
- Does the behavior expectation need to be taught?
- Is a consequence necessary?
- Could the behavior be diminished by using positive feedback?

#### **Identify possible interventions/consequences such as:**

##### **Level 1:**

- Verbal Cue to change behavior
- Redirect
- Conference with student or parent
- Relocate to a brief "time-out"
- Re-teach school-wide behavior expectation
- Refer to Guidance, Peer Mediator, Mentor, Student Advocate

##### **Level 2:**

- Parent Contact (especially for loss of grade related to plagiarism or cutting class)
- Loss of Privileges (leaving the room, free block, computer privileges ..)
- Grade Loss (Truancy, Cheating or Plagiarism)
- Assign Detention

### **MAJOR OFFICE REFERRAL DEFINITIONS**

#### **Behaviors that:**

- Are Chronic Minor Behaviors
- Significantly Violate the Rights of Others
- Are Violent Acts
- Require an administrator as consequences could involve in or out- of-school suspension, or expulsion

#### **Includes procedures to:**

- Fill out the Office Discipline Referral Form
- Inform student of the rule violated
- Describe expected behavior
- Seek student input as to his/her version of the behavior and the cause of it
- Complete Office Referral Form, including consequences and provide student or parent a copy of the referral form

- Follow additional Due Process Guidelines for consequences

**Identify possible interventions/consequences such as**

**Level 3:**

- Detention
- Restitution / Community Service
- In-School Suspension
- Denial of Field Trip Opportunity
- Mediation
- Counseling
- Recommendation to Targeted Team
- Loss of driving privileges
- Loss of senior privileges

**Level 4:**

- Out of School Suspension

**Level 5:**

- Expulsion

**The administration has the prerogative to adjust penalties**

**OFFICE REFERRAL BEHAVIOR DEFINITIONS 04/26/2011**

The office referral behavior definitions identify behaviors which need to be addressed and could involve several levels of intervention. The following matrix defines Major behaviors which would be grounds for a referral to an administrative office in the school. Also provided are a range of recommended interventions for both Minor and Major behaviors.

BEHAVIOR	MINOR >>Level 1 – Level 2 interventions unless noted otherwise	MAJOR – Office Referral >>Level 3 to Level 5 interventions unless otherwise noted
<b>Abusive Language/ Inappropriate Language/ Profanity</b>	Student uses a low intensity swear or near swear or offensive gesture which is not directed toward an individual	Student uses swears, racial slurs, near swears, offensive gestures or sexually oriented comments directed towards an adult or about another. <b>&gt;&gt;2 to 5 day suspension</b>
<b>Disruption</b>	Student engages in brief or low intensity behavior that causes an interruption in the educational process of an activity	Student engages in purposeful or persistent behavior that interrupts or significantly disrupts the educational process of the activity or classes
<b>Defiance/Disrespect</b>	Student engages in brief or low- intensity failure to respond to adult request, or responds inappropriately to request.	Student engages in a prolonged or high intensity failure to respond to peer or adult request <u>or</u> repeatedly does not follow school wide expectations <b>&gt;&gt;1 to 2 day suspension</b>
<b>BEHAVIOR</b>	<b>MINOR</b>	<b>MAJOR</b>
<b>Tardy</b>	>>Level 1 – Level 2 interventions unless noted otherwise  Student repeatedly fails to have entire body over the threshold of the classroom door when the bell stops ringing but is in the class within 5 minutes of the bell ringing without authorization to be late.  Student is repeatedly tardy ( <b>T5</b> ) to class. <b>&gt;&gt;Intervention: teacher detention.</b>	Level 3 – 5 interventions unless noted  Student is repeatedly tardy to class and does not comply with the classroom teacher interventions. <b>&gt;&gt;Three unsanctioned tardies (over 5 minutes late) count as one unsanctioned absence.</b>
<b>Truant/Skip Class</b>	No minor for truancy or skip class.	Failure to attend class or arriving to class <b>more than 5 minutes</b> late without permission and proper documentation. <b>&gt;&gt; Keep student in class, but follow up with ODR form unless student appears to be under the influence.</b> <b>&gt;&gt;Follow up with Truancy Officer if behavior is repetitive.</b>

<b>BEHAVIOR</b>	<b>MINOR</b> >>Level 1 – 2	<b>MAJOR – Office Referral</b> >>Level 3 to Level 5 interventions unless otherwise noted
<b>Physical contact/ Fighting/Physical Aggressions</b>	Student engages in low intensity mutual horseplay involving contact with another person such as kicking, hitting, pushing or play.	Student engages in physical contact with another person with the intent to harm or contact resulting in unintentional significant physical injury; Student employs mannerisms or language which conveys a challenge to fight <b>&gt;&gt;minimum of a 2 day suspension, and possible expulsion if it meets the criteria within the SAFE SCHOOL ZONE POLICY</b>
<b>Harassment/ Bullying</b>	No minor offense	<ul style="list-style-type: none"> <li>• Bullying - Student engages in persistent and recurring conduct directed towards an individual to insult, taunt, or challenges (verbal, written, physical in nature or otherwise communicated) which is likely to intimidate or provoke a violent or disorderly response from the individual being treated in this manner. (Policy JICFB)</li> <li>• Harassment - Student engages in conduct, actions, writings, or comments based upon an individual's gender, race, national origin, sexual orientation, religion, age or disability, that is carried out with the intention of, or has the effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. (Policy GBAA and JBAA)</li> <li>• Sexual harassment - Student makes unwelcomed sexual advances, requests for sexual favors, sexually motivated conduct or communication of a sexual nature which severely and pervasively creates an intimidating, hostile or offensive employment or education environment. (Policy GBAA and JBAA)</li> <li>• Hazing/Intimidation-Student engaging in activity which recklessly or intentionally endangers the mental or physical health or safety of a student OR causes personal degradation or disgrace resulting in physical or mental harm. <ul style="list-style-type: none"> <li>▪ Two or more minor offenses</li> <li>▪ Student delivers message that is untrue which creates a disruption in a classroom or school</li> </ul> </li> </ul> <p style="text-align: center;"><b>MAJOR</b></p> <p>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ Two or more minor offenses</li> <li>▪ Test/Quizzes/Exams/Major Projects</li> <li>▪ Resubmitting or using class binders from previous students as your own</li> </ul> <p><b>&gt;&gt;Cheating- grade of 0 for all parties involved and parent notification</b> <b>&gt;&gt; NHS members- removal from Society</b></p>
<b>BEHAVIOR</b>	<b>MINOR</b> >>Level 1 – Level 2 interventions unless noted otherwise	
<b>Cheating</b>	Students copying work from another person or source.  Student knowingly takes, receives, or gives work to someone else and presents it as their own in regards to homework and class exercises.	

<b>Plagiarism</b>	>> <b>Cheating- grade of 0 for all parties involved and parent notification</b>  no minor	Student knowingly submits someone else's written work, ideas, and intellectual property, (Internet, books, magazines, on-line database, etc.) as their own without proper citing of sources.  >> <b>Plagiarism- grade of 0 and parent notification</b> >> <b>NHS members- removal from Society</b>
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<p><b>BEHAVIOR</b></p> <p><b>Dress Code</b></p>	<p><b>MINOR</b></p> <p>&gt;&gt;Level 1 – Level 2 interventions unless noted otherwise</p> <ul style="list-style-type: none"> <li>▪ Student wears bandanas, durags or ‘hoodies’ (hoods) on the head <i>or</i> head gear (including sunglasses) that make student identity difficult to determine. <i>Hats are at the discretion of the individual classroom teacher.</i></li> <li>▪ Student has <u>any</u> portion of breast or cleavage visible.</li> <li>▪ Student wears underwear not covered by outer clothing, including boxers.</li> <li>▪ Student has skin between shirt and pants/skirt which is visible</li> <li>▪ Student has any portion of buttocks visible.</li> <li>▪ Student wears apparel which, through words or design, is sexually suggestive; promotes the use or consumption of alcohol, drugs, or tobacco, including drug paraphernalia; suggests intolerance or lack of respect to others on the basis of gender, race, religion, or ethnic, social, or economic background; promotes violence.</li> <li>▪ Student wears, carries or displays gang paraphernalia;</li> <li>▪ Student wears apparel, (including jewelry,) which, through normal use, is destructive to school property, is inherently dangerous or poses a threat; to the student or others; or could threaten the safety of the student or others in the performance of science labs, career technical classes, athletics or other schoolwork or activities.</li> </ul> <p><b>&gt;&gt;Request to turn clothing inside out, change clothes or go home for a change of clothing</b></p>	<p><b>MAJOR</b></p> <p>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ Three minor incidences.</li> <li>▪ Images/content that is blatantly pornographic, profane, intolerant or disrespectful towards others.</li> </ul>
<p><b>BEHAVIOR</b></p> <p><b>Misuse of Property</b></p>	<p><b>MINOR</b></p> <p>&gt;&gt; Level 1 – 2 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ Student marks another’s paper, hides or moves peer’s materials or supplies with the intent to disrupt.</li> <li>▪ Student fails to use materials/items for its intended use or causes harm to materials/items but does not impair the use of the materials/items.</li> <li>▪ Student unintentionally causes damage or destruction to school resources, another person’s work or an item of high personal or monetary value, which result in the impairment, or injury of the materials/items.</li> </ul>	<p><b>MAJOR</b></p> <p>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ Student unknowingly participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property.</li> <li>▪ Student deliberately or repeatedly causes damage to school resources, another person’s work or items of high personal or monetary value, which could or does result in the impairment or injury of the materials/items.</li> </ul>

<p><b>BEHAVIOR</b></p> <p><b>Electronic Technology Violation</b></p>	<p><b>MINOR</b></p> <p>&gt;&gt; Level 1 – 2 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ Student possess or uses cell phone, pager, music/video player, electronic game, cameras during school hours (7:35am to 2:20pm) other than for sanctioned educational activity i.e. field trips(JICJ)</li> <li>▪ Text messaging/phone calls</li> <li>▪ Taking pictures</li> </ul> <p><b>&gt;&gt;confiscated and turned over to the Assistant Principal and returned to a parent/guardian</b></p> <ul style="list-style-type: none"> <li>▪ Use of school computer system for recreational, personal or commercial purposes</li> <li>▪ Use of other’s passwords or allowed use of own password by others</li> </ul> <p><b>&gt;&gt;loss of computer access privileges, cancellation of account and restitution for cost in such as inappropriate use of paper/ink</b></p>	<p><b>MAJOR</b></p> <p>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> electronic technology violation with cell phone the parent and student must meet with the Assistant Principal.</li> <li>▪ 3<sup>rd</sup> cell phone violation the phone is to be brought to the Assistant Principal’s office each morning and can be picked up at the end of the school day.</li> <li>▪ Student repeatedly violates electronic technology possession expectation.</li> </ul> <p><b>&gt;&gt; cancellation of account and denied access for all coursework, which could result in removal or failure of course</b></p> <ul style="list-style-type: none"> <li>▪ Sending or posting harmful materials or engaging in other forms of social cruelty by using the Internet or other digital technologies which substantially interfere with the work of the school or prevents a safe and positive educational environment or impinges on the rights of others.</li> <li>▪ Inappropriate use of school network as defined by Acceptable Use Policy including: <ul style="list-style-type: none"> <li>--participate in the transfer or storing of materials which are treasonous, subversive, obscene, sexually explicit or pornographic</li> <li>--involvement with cyber bullying which creates a disruption within the school environment</li> <li>--transferring or storing of illegal materials</li> </ul> </li> </ul> <p><b>&gt;&gt; 2 to 5 day suspension</b></p> <p><b>&gt;&gt;cancellation of account and denied access for all coursework, which could result in removal or failure of course</b></p> <ul style="list-style-type: none"> <li>• Illegal use of the network may result in permanent or temporary loss of network privileges, suspension, and/or restitution made for damages caused by the illegal use</li> </ul>
<p><b>BEHAVIOR</b></p> <p><b>Bomb Threat/False Alarm</b></p>	<p><b>MINOR</b></p> <p>&gt;&gt; Level 1 – 2 interventions unless otherwise noted</p>	<p><b>MAJOR</b></p> <p>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</p> <p>Student participates or plans in the delivery of a message of possible explosive materials being on school property, near school property and/or pending explosion.</p> <p><b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>

<p><b>Arson</b></p>		<p>Student participates or plans in the malicious burning of school property.  <b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<p><b>Forgery/Theft</b></p>		<ul style="list-style-type: none"> <li>▪ Student is in possession of, has passed on, or is responsible for removing someone else’s property without the person’s permission.</li> <li>▪ Student has signed another person’s name, without her/his permission.</li> <li>▪ Student misrepresents himself/herself</li> </ul> <p><b>&gt;&gt;possible notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<p><b>Inappropriate Display of Affection</b></p>	<p>Student engages in minor (non-brief hugging and kissing) sexually motivated conduct or communication which creates an uncomfortable employment or educational environment.</p> <p>Re-cue, re-teach, re-direct, and interrupt</p>	<p>Student engages in extended hugging, kissing, and touching, sexually motivated conduct or communication which creates an uncomfortable employment or educational environment.</p> <p><b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<p><b>BEHAVIOR</b></p> <p><b>Vandalism</b></p>	<p><b>MINOR</b></p> <p>&gt;&gt; Level 1 – 2 interventions unless otherwise noted</p>	<p><b>MAJOR</b></p> <p>&gt;&gt;Level 3 to Level 5 interventions unless otherwise noted</p> <ul style="list-style-type: none"> <li>▪ Student knowingly participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property.</li> <li>▪ Student deliberately or repeatedly causes destruction to school resources, another person’s work or items of high personal or monetary value.</li> </ul> <p><b>&gt;&gt;notification of law enforcement and possible expulsion if it meets the criteria of SAFE SCHOOL ZONE POLICY</b></p>
<p><b>Inappropriate Location</b></p>	<p>no minor</p>	<ul style="list-style-type: none"> <li>▪ Student is located inside the building other than the student’s scheduled location without their agenda book.</li> <li>▪ Student loiters anywhere inside the building during free periods other than library, cafeteria or supervised classroom</li> <li>▪ Student is not in assigned lunch period locations (cafeteria, library, Mulligan’s Grill and Topper Shoppe) with the Grill and Shoppe for paying customers only</li> <li>▪ Students authorized to arrive to school late fail to sign into the building</li> <li>▪ Student leaves school building without authorization</li> <li>▪ Student leaves school building for lunch and does not have a green card authorizing the departure.</li> <li>▪ Student authorized to leave the school building fails to sign out through the main office and or in upon his/her return to school.</li> <li>▪ Student is located in an area of school during student’s scheduled class time which is not</li> </ul>



		<p>authorized by supervising teacher or administration and is involved in damage or disruption to surrounding class environment. Participates in the planning and/or delivery of an activity that results in substantial destruction or disfigurement of property.</p> <ul style="list-style-type: none"> <li>▪ Student deliberately or repeatedly causes destruction to school resources, another person's work or items of high personal or monetary value.</li> </ul> <p>&gt;&gt;minimum ISS</p>
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<p><b>BEHAVIOR</b></p> <p><b>Possession, distribution and/or sale of unsafe or illegal items on school property or school sanction event</b></p>	<p><b>MINOR</b></p>	<p><b>MAJOR</b></p> <ul style="list-style-type: none"> <li>▪ Student possesses uses, distributes or sells alcohol, drug, tobacco or other unsafe substance or item which could harm or does harm an individual or property. (Policy JICG, JICH, JICHI)</li> </ul> <p>»for any student who appears to be <u>under drug influence</u>, parent/guardian will be notified to come and remove him/her to his home or to medical facilities.</p> <p>»minimum of a 5 day suspension will be given to any student</p> <p>--<u>in possession or under the influence of alcohol</u> (JICH)</p> <p>--<u>in illegal possession and/or use of drugs</u></p> <p>»any student found <u>selling, distributing or giving away drugs or drug paraphernalia actions</u> will be reported to the Somersworth Police Department and suspended from school at once pending School Board Action.</p> <p>»student who <u>violates the substance/chemical abuse policy in the sport or club/class activity</u> in which the student is a direct participant will be removed from said activity for the duration of the seasonal period. (JICHI)</p> <p>»any student who abuses the substance/chemical abuse policy at a <u>school sponsored field trip</u> will be removed from future field trip activities for the duration of the seasonal period. Seasonal periods will end with the completion of seasonal varsity sports. (JICHI)</p> <p>»an <u>athlete who abuses the substance/chemical abuse policy at a practice or an interscholastic events in which he/she is an active member, will be removed from this sport</u></p> <p>»any student who <u>violates the substance/chemical abuse policy</u> will be <u>ineligible to participate in any extracurricular event</u> for the remainder of that school year. Extra-curricular events include, but are not limited to: proms, dances, Project Graduation, graduation ceremonies, clubs, and sports (JICHI)</p> <ul style="list-style-type: none"> <li>▪ Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. (JICI, JICDA)</li> </ul> <p>»<u>dangerous weapons</u> involve notification of police and school disciplinary action including suspension and expulsion (JICI)</p> <p>»any student who <u>brings a firearm</u> (as defined in 18 US 921) will be expelled for not less than one year. This suspension may be modified by the Superintendent upon review of the specifics case in accordance with other applicable law (JICI)</p>
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