

MADISON PUBLIC SCHOOLS

2019-2020 CODE OF CONDUCT

J. MILTON JEFFREY ELEMENTARY SCHOOL



Becky Frost, Principal

Code of Conduct Table of Contents

Introduction to the Code of Conduct	i
Definition of Terms	1
Section I: Consequences for Behavior / Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community	12
I.A. Bus Misconduct	12
I.B. Inappropriate Physical Contact (Pushing, Shoving Another Student)	12
I.C. Verbal Assault or Threatening Physical Harm	12
I.D. Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia	12
I.E. Using Tobacco, Tobacco Products or Tobacco Paraphernalia.....	12
I.F. Hazing.....	13
I.G. Bullying	13
I.H. Sexual Harassment.....	13
I.I. Fighting / Physical Altercation / Physical Aggression.....	13
I.J. False Alarm / Bomb Threat.....	14
I.K. Assault	14
I.L. Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Substances.....	14
I.M. Sale or Distribution of Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances)	14
I.N. Arson.....	15
I.O. Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile, or Replica of Firearm	15
I.P. Hate Crimes	15
I.Q. Other Serious Misconduct in Section I as Determined By School Administrator	15
Section II: Consequences for Behavior / Infractions that Demonstrate a Lack of Honesty, Respect, and Courtesy Toward Individuals in the School Community	
II.A. Student Dress Code Violation.....	16
II.B. Academic Integrity: Cheating / Plagiarism	16
II.C. Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee	16
II.D. Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, Or Behavior Directed Toward Any Staff Member	16
II.E. Racial or Other Discriminatory Slurs.....	17
II.F. “Walkouts” by Students	17
II.G. Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature	17
II.H. Other Serious Misconduct in Section II as Determined by School Administrator.....	17
Section III: Consequences for Behavior / Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions	
III.A. Inappropriate Use of School Technology	18
III.B. Inappropriate Use of Technology in Extended School Community (Cyber-bullying).....	18
III.C. Falsifying Signatures, Excuses, or Other School Documents, or any Deliberate False Statement Whether Written or Stated	18
III.D. Graffiti	18
III.E. Vandalism	19
III.F. Tampering with School Records.....	19

III.G. Theft or Possession of Stolen Goods	19
III.H. Borrowing, Taking or Receiving any Item (including money) by Force, Threat, or Intimidation	19
III.I. Other Serious Misconduct in Section III as Determined by School Administrator	20

Section IV: Consequences for Behavior / Infractions that Demonstrate a Lack of Respect for Maintaining an Orderly Teaching and Learning Environment

IV.A. Trespassing and Violations of Out-of-School Suspensions	21
IV.B. Truancy	21
IV.C. Bringing Unauthorized Visitors to School During the School Day	21
IV.D. Cafeteria Misconduct	21
IV.E. Parking Violations	21
IV.F. Inappropriate Use of Electronic Communication Devices And Laser Pointers.....	21
IV.G. Tardy to School – First Class / Period	21
IV.H. Tardy to Class During the School Day	22
IV.I. Cutting Classes During the School Day	22
IV.J. Failure to Serve Detention	22
IV.K. Leaving School Grounds without Administrator’s Permission.....	22
IV.L. Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval	22
IV.M. Gambling (Involving the Transfer of Money or Assets).....	22
IV.N. Failure to Serve In-School Suspension or Misbehaving During In-School Suspension ...	22
IV.O. Other Serious Misconduct in Section IV as Determined by School Administrator	23

Introduction to the Madison Public Schools Code of Conduct

Madison Public Schools provides a supportive academic environment where students are encouraged to become independent and responsible. Mutual trust and respect among all members of the school community is paramount to a positive and healthy school climate. Each individual in the school community is expected to maintain a proper decorum, while allowing for and tolerating individual differences. To that end, general responsibilities for school personnel and expectations for student behavior are provided below:

SCHOOL PERSONNEL RESPONSIBILITIES

In order to serve the student body well, the school staff has the responsibility to . . .

- provide a safe and productive learning environment;
- be informed about and knowledgeable of school rules and policies, consistent with legal requirements and Board of Education policies;
- maintain discipline in a fair, consistent and equitable manner;
- conduct disciplinary hearings and conferences in an impartial and objective manner; and
- resolve disciplinary problems in a fair, consistent and equitable manner.

Additionally, the Board of Education authorizes its administrative staff to discipline students for conduct defined in this document as infractions of the Code of Conduct.

EXPECTATIONS FOR STUDENT BEHAVIOR

In order to assist the school administration and staff in their efforts to provide a positive, productive school environment conducive to learning, the student body is expected to . . .

- understand that they are responsible for their actions and that inappropriate behavior will not be tolerated;
- be informed about and abide by school and Board of Education rules and policies;
- behave in a responsible and appropriate manner during all school functions held on or off school grounds;
- attend school regularly and be prepared for class by completing daily assignments and make-up work;
- continue to develop a moral and ethical sensibility as well as practice moral and ethical behavior;
- learn about, understand, and respect diversity and differences among all groups; and
- understand, as well as apply, the basic principles of healthful daily living.

Thus, the Madison Public Schools Board of Education expects the highest standards of conduct from all students at all times, whether in school, out of school, or at a school-sponsored activity. Proper student behavior is obligatory and conduct incompatible with or disruptive to the educational process is unacceptable and will be addressed by the school administration and staff accordingly.

GENERAL GUIDELINES FOR STUDENT DISCIPLINE

Student discipline is viewed as a responsibility shared among the students, the school, and the parents/guardians. Parents/guardians are encouraged to play an active role in the education of their children and may be called upon by the school to attend meetings regarding disciplinary infractions. Students who infringe on the rights of others to pursue an education or who violate school policies and regulations will be subject to corrective disciplinary action including, removal from class, in-school suspension, out-of-school suspension, suspension from transportation privileges, detention, and/or expulsion from school.

For purposes of organizing the consequences for student behavior that is unacceptable, potential infractions have been classified into four broad categories. These four categories are as follows:

- Section I:** Infractions or behaviors that jeopardize the health, safety, and welfare of individuals in the school community
- Section II:** Infractions that demonstrate a lack of honesty, respect, and courtesy toward individuals in the school community
- Section III:** Infractions that demonstrate a lack of respect for personal and public property and possessions
- Section IV:** Infractions that demonstrate a lack of respect for maintaining an orderly teaching and learning environment

These categories are not mutually exclusive because the same infraction or behavior can conceivably fall into more than one category. Infractions within each category range from very minor to very serious or major infractions. The behavior/infraction charts list disciplinary consequences and reference relevant Board of Education policies

Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent. No student shall be disciplined on the basis of race, age, gender, religion, sexual orientation, national origin, ancestry, or disability. The cooperation of every facet of the school community, including staff, students, and parents/guardians, is essential to the maintenance of a positive learning environment in the Madison Public Schools.

Students who are accused of committing an infraction have the right to an informal hearing which is a meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parents/guardians being present. In the event of an emergency, which does not allow for an immediate informal hearing, the informal hearing shall be held as soon after the suspension as possible. Parents will be notified of the infraction and resulting disciplinary consequence as soon as feasible.

Disciplinary procedures used in the Madison Public Schools range from informal hearings to expulsion from school. The procedure to be used depends upon the seriousness of the violation, the specific circumstances of the situation and the individual's overall pattern of behavior. A series of minor infractions committed by the same student can be considered a major infraction, as determined by the school administration, as repeated behaviors can have a demoralizing effect on the general student body and staff and be disruptive to the learning environment. In cases where multiple infractions have been committed by a student, the school administration will investigate each infraction and determine the cause for a specific consequence(s). In addition to the usual school procedures, criminal infractions must also be reported by the school administration to the police.

For additional information, please refer to the Board of Education Policy Manual and due process policies available on the Madison Public Schools' website at www.madison.k12.ct.us.

DEFINITION OF TERMS

The following terms used in the Madison Public Schools Code of Conduct are defined to clarify language for the benefit of students, their parents/guardians, and the extended school community:

- **Area Violation, Unauthorized (Going to Parking Lot or Being Outside the School Without Prior Approval):** *Students are not permitted in unauthorized areas of the school building or campus, including but not limited to (1) an adjacent school campus, (2) unauthorized stairwells/hallways, (3) any area adjacent to the school building including parking lots, and (4) athletic fields/areas without permission.*
Reference Section IV.L. in the Behavior/Infraction Charts.
- **Arson:** *Intentional attempt or act of starting a fire in the school on the school bus or on school property.*
Reference Section I.N. in the Behavior/Infraction Charts.
- **Assault:** *Intent to cause physical injury to another person, causing such injury to such person or to a third party; or recklessly causing physical injury to another person; or causing physical injury to another person by means of a deadly weapon, a dangerous instrument, or an electronic defense weapon.*
Reference Sections I.K. and in the Behavior/Infraction Charts.
- **Borrowing, Taking, or Receiving any Item (Including Money) by Force, Threat, or Intimidation:** *Students are prohibited from borrowing, taking, or receiving any item (including money) by force, threat, or intimidation of another student.*
Reference Section III.H. in the Behavior/Infraction Charts.
- **Bullying:** *“Bullying” is defined as the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that in the same school district that: (1) causes physical or emotional harm to such student or damage such student’s property, (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (3) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate), (4) infringes on the rights of such student at school, or (5) substantially disrupts the education process or the orderly operation of a school. “Bullying” shall include, but is not limited to, written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. “Teen Dating Violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.*
Reference Section I.G. in the Behavior/Infraction Charts.
- **Bus Misconduct:** *All students are extended the privilege of riding to and from school and to school activities on the school bus. The bus driver has the responsibility of maintaining orderly behavior of students on school buses and will report, in writing, all misconduct to the transportation services manager and the school administrator. Video cameras may be used to record student behavior on the school bus and videotapes of students’ behaviors may be used to support disciplinary action.*
Reference Section I.A. in the Behavior/Infraction Charts.

- **Cheating:** “Sharing” student work or collaborating on assignments that should be individually produced; using crib notes during assessments; sharing information about an assessment with students who have not completed the assessment; obtaining or passing unauthorized copies of or information about tests, quizzes, or other course assignments; stealing or unauthorized copying of another student’s answers, homework, notes, or course materials.
Reference Section II.B. in the Behavior/Infraction Charts.
- **Co-Curricular School Activities:** Student activities initiated by the instructional staff. Co-curricular activities are designed to provide an opportunity for students to expand their knowledge of related curriculum.
- **Controlled Substance:** A drug, substance, or immediate precursor identified under schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations pursuant to Section 21a-243 of the Connecticut General Statutes.
- **Cumulative Offenses:** Specific student offenses which will accumulate from year to year within the grade span, i.e., grades 5-6; grades 7-8; grades 9-12.
- **Cutting Classes During the School Day:** Students are expected to attend each of their classes every day unless given permission from the school administrator to be absent from a class for a specific purpose.
Reference Section IV.I. in the Behavior/Infraction Charts.
- **Cyberbullying:** Any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- **Dangerous Instrument:** Any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack (See also Firearm, Deadly Weapon, and Weapon.)
Reference Section I.O. in the Behavior/Infraction Charts.
- **Deadly Weapon:** Any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols. In making such determination, the following factors should be considered: design of the weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring vs. CO2 cartridge); and potential for serious bodily injury or harm. (See also Dangerous Instrument, Firearm, and Weapon.)
Reference Section I.K and I.O. in the Behavior/Infraction Charts
- **Detention, After School:** A consequence that is given to students by teachers or school administrators depending on the infraction and circumstance. Students who are assigned to after school detention must report promptly and have books or study materials to use. In all cases, students will be given 24-hours’ notice in order to arrange for transportation or to inform employers.
- **Detention, Failure to Serve (Per Infraction):** Failure to serve assigned detention(s) will result in additional detention time. Continued disregard to serve detention(s) may result in suspension from school.
Reference Section IV.J. in the Behavior/Infraction Charts.

- **Detention, Office:** A consequence that is given to students by school administrators for inappropriate behavior or certain infractions. If a student fails to serve an office detention, he or she may be assigned additional detentions or in-school suspension.
- **Detention, Saturday:** A consequence that is given to high school students who have been tardy to class, study hall, or homeroom or have committed certain types of infractions. A parent or guardian will be notified of the Saturday detention. Each student must be prepared to do two to four hours of academic work. If a student fails to use the time in Saturday detention in a constructive manner, he or she may be asked to leave and be subject to suspension. Failure to serve Saturday detention will result in two (2) Saturday detentions and up to one (1) in-school suspension.
- **Detention, Teacher:** A consequence that is given to students by teachers for inappropriate classroom behavior or certain types of infractions. Teacher-assigned detention is typically served after school.
- **Dress Code Violation:** Students are expected to dress in a manner that is suitable for a school environment. Furthermore, students should dress so that their clothing does not jeopardize the health or safety of the wearers or others, or cause distraction or disruption of the educational process as determined by the school administration. Clothing advertising drugs or alcohol is inappropriate for school wear. Footwear and shirts must be worn at all times. Clothing should be neat and clean. The wearing of head coverings, except for religious purposes in the school building is not allowed. Any student dressed inappropriately will not be admitted to class.
Reference Section II.A. in the Behavior/Infraction Charts.
- **Drugs:** Includes, but shall not be limited to, any medicinal preparation (prescription and non-prescription), and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
- **Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Drugs, Tobacco, Tobacco Products, Tobacco Paraphernalia Use or Possession of:** Any student in the Madison Public Schools found to be in use, under the influence of, in possession or otherwise to exercise dominion or control over any drugs, drug paraphernalia, alcohol, inhalants, performance-enhancing drugs, or other substances that can cause intoxication, tobacco, tobacco products, tobacco paraphernalia, or nicotine delivering devices during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation shall be subject to disciplinary consequences including expulsion from school and referral to law enforcement officials as appropriate.
Reference Sections I.D., I.E., I.L. in the Behavior/Infraction Charts

Medical Marijuana

Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in District facilities and school property will be subject to disciplinary and criminal action.

- **Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances), Sale or Distribution of:** To deliver, sell, pass, share or give any alcohol, drug, or controlled substance, determined to be illegal under state and or federal law from one person to another or to aid in its use. Any student in the Madison Public Schools found to be selling or distributing any controlled substance, controlled drugs, including prescription drugs, alcohol, or performance-enhancing substances during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds shall be subject to severe disciplinary consequences

including mandatory expulsion from school and referral to law enforcement officials, as appropriate. Reference Section I.M. in the Behavior/Infraction Charts.

- **Drug Paraphernalia:** *Equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as “bongs,” pipes, “roach clips,” miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.*
Reference Section I.L. in the Consequence Charts.

Drugs or Substances, Performance Enhancing: *Performance-enhancing drugs, including anabolic steroids, for the purpose of bodybuilding and enhancement of athletic ability and performance. This includes but is not limited to, those performance-enhancing drugs / substances identified on the CIAC comprehensive list including but not limited to the following:*

1. *Anabolic Agents, Diuretics, Peptide Hormones and Analogues*
2. *Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes.*

Reference Sections I.L. and I.M. in the Behavior / Infraction Charts.

- **Due Process:** *Unless an emergency exists prior to the suspension of a student, the school administration must inform the student of the reasons for the disciplinary action and provide the student an opportunity to explain the situation (informal hearing). In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible. Recommendation for expulsion must be heard by the Board of Education or by a hearing officer appointed by the Board of Education, in a formal hearing, consistent with the certain requirements of Conn. Gen. Stat. 10-233d.*
- **Electronic Communication Devices, Inappropriate Use of:** *The Board of Education supports the use of mobile and personal electronic devices as learning tools. Mobile and personal electronic devices such as smart phones, tablets, and laptops should be an integral part of the educational process. The Board encourages their appropriate use in the classroom or other school settings. Inappropriate use of personal electronic devices (photo/video/audio) on school property is not allowed. The use of mobile and personal electronic devices while at school, and school sponsored activities, is intended to support instruction and as a means of communication under approved circumstances. Use of mobile and personal electronic devices must not disrupt the classroom or harm others.*
Reference Section IV.F. in the Behavior/Infraction Charts.
- **Emergency Removal from School:** *A situation under which continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that an informal hearing may be delayed until a time as soon after the exclusion of such student as possible.*
- **Exclusion:** *Any denial of public school privileges to a student for disciplinary purposes. For some infractions, students will be excluded from co-curricular or extracurricular activities.*
- **Expulsion:** *Exclusion from school privileges for more than ten (10) consecutive school days provided such exclusion shall not exceed one (1) calendar year. The period of exclusion may extend to the school year following the school year in which such exclusion was imposed. Participation in any school activities for the duration of the suspension/expulsion period whether those events occur on school days, on weekend days, or on holidays and school breaks is prohibited.*

- **Extracurricular School Activities:** Student activities initiated through student choice for participation. Extracurricular activities are intended to enhance a student's school experience or satisfy a student's particular interest in a subject, topic, sport, or other activity.
- **False Alarm/Bomb Threat:** The willful act of causing a false fire alarm or making a bomb threat directed at the school, the school bus, or other school property.
Reference Section I.J. in the Behavior/Infraction Charts.
- **Falsifying Signatures, Excuses or Other School Documents, or any Deliberate False Statement Whether Written or Stated:** Students found to have falsified a signature, an attendance excuse or other school documents, or to have made any deliberate false statement, whether written or stated are subject to disciplinary consequences.
Reference Section III.C. in the Behavior/Infraction Charts.
- **Fighting/Physical Altercation/Physical Aggression:** A planned or unplanned encounter which results in a student or students assaulting, or attempting to assault, another individual(s) in a manner that is not reasonably necessary for self-defense.
Reference Section I.I. in the Behavior/Infraction Charts.
- **Firearm:** As defined in 18 U.S.C. 921, means (1) 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; (2) the frame or receiver of any such weapons; (3) any firearm muffler or firearm silencer or (4) any destructive device. For purposes of this definition "destructive device" means any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than ¼ ounce, a mine, or any other similar device;. or any weapon that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½ inch in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm, or any device which is neither designed nor redesigned for use as a weapon. (See also Dangerous Instrument, Deadly Weapon, and Weapon.)
Reference Section I.O. in the Behavior/Infraction Charts.
- **Gambling (Involving the Transfer of Money or Assets):** Students are prohibited from any type of "gambling" activity, which involves the transfer of money or assets, including betting on sports pools, playing poker, or participating in unauthorized raffles. Gambling is an illegal activity and is not permitted in the school building, on the school-provided transportation, or at any school-sponsored activity.
Reference Section IV.M. in the Behavior/Infraction Charts.
- **Graffiti:** The willful defacing of property under the jurisdiction of the Board of Education. Students involved are subject to disciplinary action and/or prosecution. Any student discovered to have engaged in graffiti of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for graffiti will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school.
Reference Section III. D. in the Behavior/Infraction Charts.
- **Hate Crimes:** Speech or conduct that is committed with a specific intent to intimidate, harass or defame/deface another person, property or society on the basis of race, color, ethnicity / national origin, sexual orientation, disability or religion, perceived or actual, in school, on the school bus, and / or at any school-sponsored activity.
Reference Section I.P. in the Behavior/Infraction Charts.
- **Hazing:** Any conduct or method of initiation, on or off campus, into any student organization or team, whether on public or private property, which endangers or creates a risk of harm to the physical or

emotional health or well-being of any student or person, including any activity that causes or requires an individual to perform a task that is in violation of the law or of school district policies. Such conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance, or any treatment or forced physical activity that is likely to adversely affect the health or safety of any student or other person, or that subjects such student or other person to emotional stress, including deprivation of sleep or rest, confinement to a restricted area, the threat of ostracism, or extended isolation. Permission, consent, or assumption of risk by an individual subjected to hazing does not in any way sanction or excuse the behavior nor lessen the prohibition contained in this policy.

Reference Section I.F. in the Behavior/Infraction Charts.

- **Hearing, Formal:** *A meeting of at least three Board of Education members or a hearing officer appointed by the Board of Education to discuss or act upon a recommendation for student expulsion.*
- **Hearing, Informal:** *A meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parent / guardian being present.*
- **Laser Pointers:** *Students are not permitted to possess or use laser pointers while on school property, while using school district transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under the supervision of a staff member and in the context of instruction. Laser pointers will be confiscated.*
Reference Section IV.F. in the Behavior/Infraction Charts.
- **Leaving School Grounds without Administrator's Permission:** *Students are not allowed to leave school grounds without the approval of the school administrator. Once present on campus, students are not permitted to leave until the end of their scheduled day. Seniors only may apply for early dismissal at the beginning of each trimester.*
Reference Section IV.K. in the Behavior/Infraction Charts.
- **Libelous, Obscene, or Defamatory Materials or Literature, Posting or Distributing:** *Students are expected to respect the dignity, rights, and written expression of others and are prohibited from posting or distributing libelous, obscene, or defamatory materials or literature in the school, on the school bus, or at any school-sponsored activity.*
Reference Section II.G. in the Behavior/Infraction Charts.
- **Misconduct, Other Serious, as Determined by School Administrator:** *In unusual situations, where the student behavior or the infraction is not explicitly included in the Code of Conduct, the school administration reserves the right to administer consequences including detention, in-school suspension, out-of-school suspension, exclusion from co-curricular and/or extracurricular activities, and expulsion per Board of Education policy.*
Reference Sections I.Q., II.H., III.I., and IV.O. in the Behavior/Infraction Charts.
- **Misconduct Out Of School/Conduct Leading to a Felony Arrest or Class A Misdemeanor/Adjudication as a Delinquent or Youthful Offender:** *Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Examples of such out-of-school misconduct that shall result in expulsion include, but are not limited to, the possession, of a firearm; the sale or distribution of illegal drugs controlled substances, and the possession or use of a deadly weapon or dangerous instrument in the commission of a crime. Students may also be subject to discipline, including expulsion, for out-of-school misconduct that violates a policy of the Board of Education and is considered to be seriously disruptive to the educational process. Upon notification by a municipal police department or division of the state police of the student's arrest, the superintendent may disclose the information to the principal of the school that the student attends. The principal may in turn disclose it to special services staff members for the purposes of assessing the risk of danger posed*

by the student to himself or herself, to other students, or to the staff. Connecticut law also provides procedures for coordination between the school superintendent and the courts in matters of probation and school attendance.

- **Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gesture or Behavior Directed Toward any Staff Member or Student:** Verbal or abusive gestures toward a staff member or student will not be tolerated under any circumstances. Students who exhibit such behaviors will be subject to disciplinary consequences.
Reference Section II.D. in the Behavior/Infraction Charts.
- **Parking Violations:** Parking on school property without the appropriate permit or in a reserved space, handicapped space or other designated “no parking” area, or while expelled or serving out-of-school suspension is prohibited. Driving to school and parking on school property is a privilege extended to seniors in good standing only, on a first-come, first serve basis. All students are extended the privilege of riding the bus to and from school. Driving privileges may be lost without benefit of refund for parking infractions.
Reference Section IV.E. in the Behavior/Infraction Charts.
- **Physical Contact, Inappropriate (Pushing or Shoving another Student-no physical injury occurs):** Any physical contact which has the potential to result in emotional or physical injury.
Reference Section I.B. in the Behavior/Infraction Charts.
- **Plagiarism:** Intentionally or unintentionally presenting another’s work as your own; using direct quotes, paraphrases, and specific ideas of another person without explicit citation; obtaining and submitting work from the Internet or other sources as your own; supplying/selling your work, or part of your work to another; inventing/counterfeiting sources; purchasing or copying pre-written papers, etc.
Reference Section II.B. in the Behavior/Infraction Charts.
- **Racial or Other Discriminatory Slurs:** Unwelcome speech or conduct of an offensive or hostile nature based on an individual’s race, color, national origin, sexual orientation, disability or religion is prohibited. Any type of racial or other discriminatory slur, regardless of the intent of the speaker, is unacceptable at school, on the school bus, and / or at school-sponsored activities.
Reference Section II.E. in the Behavior/Infraction Charts.
- **Refusal to Adhere to a Staff Member Directive: Open Defiance of a Teacher or any School Employee:** A refusal to adhere to a staff member’s directive and showing open defiance toward a teacher, administrator, or any school employee will not be tolerated.
Reference Section II.C. in the Behavior/Infraction Charts
- **Removal:** An exclusion from a classroom for all or part of a single class period provided such exclusion should not extend beyond ninety (90) minutes or occur more than six times in any year nor more than twice in one week unless such student is referred to the principal or his/her designee and granted an informal hearing.
- **School Days:** Days that school is in session; however, for students who are suspended or expelled, participation in any school activities for the duration of the suspension/expulsion period whether those events occur on school days, weekend days, holidays or school breaks is prohibited.
- **School-Sponsored Activity:** Any activity sponsored, recognized, or authorized by the Board of Education or its administrative agents, including activities both on and off school property.
- **Search and Seizure:** When there are reasonable grounds to believe that a student is in possession of drugs or any object that is illegal or in violation of any Board of Education policy, there is an obligation on the part of the school personnel to search for and seize such drugs and illegal objects. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book

bags, books, and other personal property. All confiscated drugs or other illegal objects will be turned over to the local law enforcement officials.

- **Sexual Harassment:** *Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:*
 1. *submission to or rejection of such conduct by an individual is used and/or threatened to be used as the basis for making any educational decisions affecting a student; or*
 2. *such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual's ability to participate in or benefit from the education programs; or creates an intimidating, hostile or offensive educational or work environment.*

Sexual harassment includes a wide range of conduct – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Examples of the type of conduct prohibited include:

1. *Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or academic progress or status.*
2. *Unwelcome sexual attention, flirtations and advances, including verbal comments, sexual invitations and leering, unwelcome touching of an individual.*
3. *Graphic or verbal commentaries about an individual's body, and/or the use of sexually degrading words to describe an individual.*
4. *Displays in the school setting of sexually suggestive objects or pictures, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, cartoons, epithets or gestures.*

Reference Section I.H. in the Behavior/Infraction Charts.

- **Student Study Team:** *A designated and specifically trained team of school staff members typically including, but not limited to, an administrator, school nurse, guidance counselor, school psychologist, social worker, and teacher(s).*
- **Substance-Abuse Assessment:** *An evaluation conducted by a professional to determine the student's overall health and condition in relation to use of a controlled substance or drug.*
- **Suspension, In-School:** *An exclusion from regular classroom activities and co-curricular and extra-curricular activities for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion does not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be suspended more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion. A parent/guardian will be notified of the in-school suspension assignment. The student is usually given 24-hours' notice before being placed in in-school suspension; however, the school administrator reserves the right to assign a student immediately if the circumstances warrant placement.*

Suspension, In-School - Failure to Serve or Misbehaving During In-School Suspension: *Students who do not demonstrate appropriate behavior or are disruptive while serving an in-school suspension have their suspension extended, may be given an additional suspension, and/or may have the remainder of the suspension time served as an out-of-school suspension following an informal hearing as set forth in "Suspensions"*

Reference Section IV.N. in the Behavior/Infraction Charts.

- **Suspension, Out-of-School:** *An exclusion from school privileges (academic, co-curricular, and extra-curricular) or transportation services only, for no more than ten (10) consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed. No student shall be suspended for more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing. Out-of-school suspension is given to students if the administration determines that the student poses a danger to persons or property or a disruption of the educational process. Out-of-school suspension is for the full 24-hour day(s). Parents/guardians will be informed that the student must remain at home during school hours for the period of the suspension. A student may not enter the*

school grounds or participate in any school activity held either on or off the school grounds at any time during the period of suspension including the weekend, if applicable.

- **Suspension, Out-of-School – Violations of (Trespassing):** *Failure to comply with an out-of-school suspension will result in an extension of the suspension or an additional suspension. A student's presence on school grounds while serving an out-of-school suspension can result in notification of trespassing to the local law enforcement officials.
Reference Section IV.A in the Behavior/Infraction Charts.*

Suspensions shall be in-school suspensions, unless during the informal (1) the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (2) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of (A) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (B) previous efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.

- **Tampering With School Records:** *Any attempt to change, alter, delete school records, including but not limited to, student permanent records, student non-permanent records, teachers' records, electronic grade book records, etc.
Reference Section III.F. in the Behavior/Infraction Charts.*
- **Tardy to Class During the School Day:** *Students tardy to class during the school day will be issued passes to class only if there are extenuating circumstances that excuse their tardiness. Teachers will not allow students admittance to class without a tardy pass from the office. All unexcused tardies will be considered as unexcused absences to class and may count towards loss of academic credit, as appropriate to the age and grade level of the student.
Reference Section IV.H. in the Behavior/Infraction Charts.*
- **Tardy To School:** *Being late to school, class or an activity without permission of school personnel. Students who arrive to school after the designated start of the school day will not be admitted without administrative approval.
Reference Section IV.G. in the Behavior/Infraction Charts.*
- **Technology, Inappropriate Use of Out-of-School:** *"Cyber-bullying" and/or inappropriate use of technology in the extended school community, even if school technology is not utilized, may be subject to school discipline. Additionally, discipline for off-campus speech (including that on the Internet) is permitted in cases where a student has threatened school staff or other students; or otherwise severely disrupted the educational process.
Reference Section III.B. in the Behavior/Infraction Charts.*
- **Technology, Inappropriate Use of School:** *Electronic communications systems which include, but are not limited to, the computers, computer systems, software, electronic access privileges, and networks are the property of the Madison Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management of educational records and data. The equipment, infrastructure, and software are not to be used for personal gain by any student. The computers, computer systems, software, electronic access privileges, and networks provided by the Madison Board of Education shall not be modified or altered by individual users without the authorization of the Superintendent or his / her designee. All users are hereby made aware that all information on the Madison Board of Education's, computer systems, software, and networks is in the public domain, unless specifically protected by Federal or State Law. . Users should not assume that any information accessed or stored on the computers, computer systems or networks provided by the Madison Board of Education is private. The Madison Board of Education reserves the right to bypass any or all passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks. The district shall provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact*

with other individuals on social networking sites and in chat rooms. Parents are required to annually sign a grade level appropriate Network Use Agreement granting permission for their child to access network resources. Students who violate this policy will be subject to disciplinary action.
Reference Section III.A. in the Behavior/Infraction Charts.

- **Theft or Possession of Stolen Goods:** Stealing another person's possessions is illegal. School administration strongly encourages students to keep expensive items at home. A student involved in stealing or possession of stolen goods shall receive disciplinary consequences and may be referred to the local law enforcement officials.
Reference Section III.G. in the Behavior/Infraction Charts.
- **Tobacco, Tobacco Products, or Tobacco Paraphernalia, Use or Possession of:** There shall be no smoking or any other use or possession of tobacco or tobacco products or tobacco paraphernalia by students at any time, in any school building, on school-provided transportation, or on school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program. The definition of "smoke" or "smoking" means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device, nicotine delivering devices or any other tobacco or nicotine innovations.
Reference Section I.D and I.E. in the Behavior/Infraction Charts.
- **Trespassing and Violations of Out-Of-School Suspensions:** Unauthorized presence on the school premises while school is not in session is considered trespassing. Students are not allowed on school premises without permission after regular school hours or after scheduled activities in which they are participating. Unsupervised after-school activities are not allowed on school premises.
Reference Section IV.A. in the Behavior/Infraction Charts.
- **Truancy:** Parents, guardians, or other persons having control of children between the ages of five and eighteen must assure that their children attend school "regularly during the hours and terms the public school in the district wherein such student resides is in session" per Connecticut General Statutes. Students under eighteen years of age are subject to mandatory attendance laws, unless the student is seventeen years of age and their parent or guardian consents to their withdrawal, and personally appears at the Board of Education offices and signs a withdrawal form indicating such consent. Connecticut law defines "truant" as a student who has four unexcused absences in a month or ten unexcused absences in a year. A student five to six years of age will not be considered truant if the parent or guardian has appeared personally at the Board of Education offices and affirmatively exercised the option of not sending the child to school at five or six years of age. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative educational program, the student shall not be considered truant. Failure to comply with the requirements that children attend the public schools is a violation of law, unless the parent or guardian provides alternative instruction by enrolling the student in a private school or in a home school program after withdrawing the student from the public school if the student has been enrolled. Failure to comply with this policy will result in consequences.
Reference Section IV.B. in the Behavior/Infraction Charts.
- **Vandalism:** The willful destruction or otherwise injuring of property under the jurisdiction of the Board of Education is prohibited. Any student discovered to have committed an act of vandalism of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for vandalism will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school. Any group or school organization responsible for an act of vandalism will be held liable for damages. (See also Graffiti)
Reference Section III.E. in the Behavior/Infraction Charts.
- **Vehicle:** A "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

- **Verbal Assault or Threatening Physical Harm:** Any statement or act, oral or written, which can reasonably be expected to induce apprehension of danger or bodily injury or harm to another person, student or staff member.
Reference Section I.C. in the Behavior/Infraction Charts.
- **Visitors to School During the School Day:** All visitors must check in at the school's administrative office upon entering the building. Students are generally not allowed to have guests. If an exception is made, permission must be obtained from the school administrator in advance of the scheduled visit. The school administrator reserves the right to restrict the number of visitors at any time during the school day or the school year.
Reference Section IV.C. in the Behavior/Infraction Charts.
- **Walkouts by Students:** Leaving school/classes en masse. Students are expected to behave responsibly and respectfully at all times. Students should obey the rules that govern students' rights of expression regarding issues in the school setting. Therefore, students are discouraged from organizing and / or participating in "walkouts" intended to be disruptive to the educational process. Students' concerns, interests, and needs regarding issues should be directed to the appropriate staff member or school administration so that resolution to said issues can be sought. Students failing to adhere to these expectations shall be subject to disciplinary consequences.
Reference Section II.F. in the Behavior/Infraction Charts.
- **Weapon:** Any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any knife, including but not limited to any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes. All students, staff, and visitors, even those who may have a legal permit to carry a weapon, are strictly prohibited from possessing, conveying, using or storing weapons or look-alike weapons on school property, at school-sponsored events, or on school-provided transportation. (See also Dangerous Instrument, Deadly Weapon, and Firearm.)
Reference Section I.O. in the Behavior/Infraction Charts.

Section I: Behaviors / Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community

	Behavior / Infraction	Grades K-4 Consequences
I.A.	<p>Bus Misconduct</p> <p>Board of Education Policy References: #5090.3.3 Student Conduct on School Buses #5090.3.3.1 Electronic Surveillance #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● potential bus seat assignment ● parent or guardian notification <p>2nd Offense:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● bus seat assignment <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● potential suspension of bus privileges for up to 5 days
I. B.	<p>*Physical Contact, Inappropriate (Pushing, Shoving Another Student – no “serious” physical injury occurs)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● parent or guardian notification ● consequences determined on a case by case basis <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● parent or guardian notification ● consequences determined on a case by case basis
I. C.	<p>*Verbal Assault or Threatening Physical Harm</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● consequences determined on a case by case basis ● parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● potential suspension ● parent or guardian notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension
I. D.	<p>*Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis
I. E.	<p>*Using Tobacco, Tobacco Products (Smoking, Chewing Tobacco), or Tobacco Paraphernalia</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades K-4 Consequences
I. F.	<p>*Hazing</p> <p>Board of Education Policy References: #5090.3.6.1 Hazing #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>This is not applicable for Grades K-4 Students</p>
I. G.	<p>*Bullying</p> <p>Board of Education Policy References: #5131.911 Bullying #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● consequences determined on a case to case basis ● potential up to 5-days suspension ● parent or guardian notification ● superintendent notification ● potential referral to Student Services Staff ● excluded from all co-curricular and extracurricular activities concurrent with suspension
I. H.	<p>*Sexual Harassment</p> <p>Board of Education Policy References: #5120.4.2.4 Sexual Harassment #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 5 days suspension ● parent or guardian notification ● superintendent notification ● potential referral to Student Services Staff ● excluded from all co-curricular and extra-curricular activities concurrent with suspension
I. I.	<p>*Fighting / Physical Altercation / Physical Aggression</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● potential up to 2 days suspension ● parent or guardian notification ● superintendent notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● potential up to 3 days suspension ● parent or guardian notification ● superintendent notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades K-4 Consequences
I. J.	<p>*False Alarm / Bomb or Other Threat</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 3-days suspension ● parent or guardian notification ● superintendent notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension ● may be recommended to Board of Education for expulsion for 30-180 school days ● police referral
I. K.	<p>*Assault</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 3 days suspension ● parent or guardian notification ● superintendent notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension ● may be recommended to Board of Education for expulsion for 30-180 school days ● potential police referral
I. L.	<p>*Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Drugs:</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis ● superintendent notification
I. M.	<p>*Sale or Distribution of Drugs: (Drugs, Alcohol, Inhalants, Performance-Enhancing Drugs)</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● administrator/parent conference ● consequences determined on a case by case basis ● superintendent notification ● potential referral to social agency, DCF ● mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days ● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education ● must participate, along with parent or guardian, in an administration-specified substance abuse counseling / family education program(s) , in cooperation with Madison Youth Services, prior to re-entry to school ● police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades K-4 Consequences
I. N.	<p>*Arson</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 5 days suspension ● parent or guardian notification ● superintendent notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension ● may be recommended to Board of Education for expulsion for 30-180 school days ● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education ● police referral ● referral to Student Services Staff
I. O.	<p>*Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile or Replica of Firearm</p> <p>Board of Education Policy References: #5090.8 Weapons and Dangerous Instruments #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 10 days suspension ● parent or guardian notification ● superintendent notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension ● recommended to the Board of Education for expulsion for 30-180 days ● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular beyond the academic expulsion period per action of Board of Education ● police referral
I. P.	<p>*Hate Crimes</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 5 days suspension ● parent or guardian notification ● superintendent notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension ● may be recommended to Board of Education for expulsion for 30-180 school days ● referral to Student Services Staff ● potential police referral
I. Q.	<p>Other Serious Misconduct in Section I as Determined by the School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● consequences to be determined on a case by case basis and may lead to suspension ● parent or guardian notification ● potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

**Section II: Behaviors / Infractions that Demonstrate a Lack of Honesty, Respect, and Courtesy
Toward Individuals in the School Community**

	Behavior / Infraction	Grades K-4 Consequences
II. A.	<p>Student Dress Code Violation</p> <p>Board of Education Policy References: #5090.3.1 Student Dress #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification and change of inappropriate clothes
II. B.	<p>Academic Integrity: Cheating / Plagiarism</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with teacher ● parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● teacher written disciplinary referral to school administrator ● disciplinary conference with administrator ● parent or guardian notification
II. C.	<p>Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with teacher ● teacher written disciplinary referral to school administrator ● parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● removal from class ● disciplinary conference with administrator ● consequences determined on a case by case basis ● parent or guardian notification ● potential suspension
II. D.	<p>Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, or Behavior Directed Toward Any Staff Member or Student</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● teacher written disciplinary referral to school administrator ● parent or guardian notification ● disciplinary conference with administrator ● consequences determined on a case by case basis <p>2nd and Subsequent Offense:</p> <ul style="list-style-type: none"> ● potential up to 2 days suspension ● parent or guardian notification ● exclusion from co-curricular and extra-curricular activities concurrent with suspension

	Behavior / Infraction	Grades K-4 Consequences
II. E.	<p>*Racial or Other Discriminatory Slurs</p> <p>Board of Education Policy References: #5120.4.2.7 Racial Harassment of Students #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● consequences determined on a case by case basis ● parent or guardian notification ● superintendent notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 2 days suspension ● parent or guardian notification ● superintendent notification ● exclusion from all co-curricular and extra-curricular activities concurrent with suspension ● referral to Student Services Staff
II.F.	<p>“Walkouts” by Students</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>This is not applicable to Grades K-4 Students</p>
II. G.	<p>Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature</p> <p>Board of Education Policy References: #5090.4.1 Underground Publications #5090.4.2 Freedom of Speech / Written and Oral Expression #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● consequences to be determined on a case by case basis and may lead to suspension ● parent or guardian notification
II. H.	<p>Other Serious Misconduct in Section II as Determined By School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● consequences to be determined on a case by case basis and may lead to suspension ● parent or guardian notification ● potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Section III: Behaviors / Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions

	Behavior / Infraction	Grades K-4 Consequences
III. A.	<p>Inappropriate Use of School Technology</p> <p>Board of Education Policy References: #5210 Acceptable Use of Computer Equipment and Related Systems, Software and Networks #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with teacher ● parent or guardian notification <p>2nd and Subsequent Offense</p> <ul style="list-style-type: none"> ● potential up to 1 day suspension ● teacher written disciplinary referral to school administrator ● parent or guardian notification ● disciplinary conference with administrator ● consequences determined on a case by case basis ● excluded from all co-curricular and extra-curricular activities concurrent with suspension
III. B.	<p>Inappropriate Use of Technology in Extended School Community (Cyber bullying)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● consequences to be determined on a case by case basis and may lead to suspension ● parent or guardian notification ● potential police referral
III. C.	<p>Falsifying Signatures, Excuses or Other School Documents, or Any Deliberate False Statement Whether Written or Stated</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● teacher written disciplinary referral to school administrator ● parent or guardian notification
III. D.	<p>Graffiti</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● restitution and / or clean up required <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● consequences determined on a case by case basis ● parent or guardian notification ● restitution required

	Behavior / Infraction	Grades K-4 Consequences
III. E.	<p>*Vandalism</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with school administrator ● parent or guardian notification ● consequences determined on a case by case basis ● superintendent notification ● restitution required <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> ● up to 2 days suspension ● parent or guardian notification ● disciplinary conference with school administrator ● excluded from all co-curricular and extra-curricular activities concurrent with suspension ● potential police referral
III. F.	<p>Tampering with School Records</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● disciplinary conference with school administrator ● consequences determined on a case by case basis ● parent or guardian notification ● superintendent notification
III. G.	<p>*Theft or Possession of Stolen Goods</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● disciplinary conference with administrator ● parent or guardian notification ● superintendent notification ● restitution required <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● potential up to 5-days suspension ● parent or guardian notification ● excluded from all co-curricular and extra-curricular activities concurrent with suspension ● restitution required ● potential police referral
III. H.	<p>Borrowing, Taking, or Receiving Any Item (including money) by Force, Threat, or Intimidation</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> ● up to 1 day suspension ● parent or guardian notification ● excluded from all co-curricular and extracurricular activities concurrent with suspension ● restitution required <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● up to 5 days suspension ● parent or guardian notification ● restitution required ● potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades K-4 Consequences
III. I.	<p>Other Serious Misconduct in Section III as Determined by School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● consequences to be determined on a case by case basis and may lead to suspension ● parent or guardian notification ● potential police referral

Section IV: Behaviors / Infractions that Demonstrate a Lack of Respect for Maintaining an Orderly Teaching and Learning Environment

	Behavior / Infraction	Grades K-4 Consequences
IV.A.	<p>Trespassing and Violations of Out-of-School Suspensions</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● written / verbal warning and removal from premises ● parent or guardian notification ● potential police referral
IV.B.	<p>Truancy</p> <p>Board of Education Policy References: #5080.2 Truancy</p>	<ul style="list-style-type: none"> ● parent notification ● superintendent notification ● promotion may be withheld ● social agencies notified, as appropriate
IV.C.	<p>Bringing Unauthorized Visitors to School During the School Day</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5100.1.2 Equal Access Act #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● visitor must leave school grounds ● student issued warning
IV.D.	<p>Cafeteria Misconduct</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● notification of school staff, parent or guardian and / or administrator ● consequences determined on a case by case basis
IV.E.	<p>Parking Violations</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools</p>	<p>This is not applicable for Grades K-4 Students</p>
IV.F.	<p>Inappropriate Use of Electronic Communication Devices and Laser Pointers</p> <p>Board of Education Policy References: #5090.9 Electronic Communication Devices #5090.10 Prohibited Use of Laser Pointers #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offense:</p> <ul style="list-style-type: none"> ● confiscation of device by staff ● parent or guardian notification and pick-up of confiscated device
IV.G.	<p>Tardy to School</p> <p>Board of Education Policy References: #5080.1 Tardiness #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>Parental notification in writing from school administration after 10 tardies per marking period.</p>

	Behavior / Infraction	Grades K-4 Consequences
IV.H.	<p>Tardy to Class</p> <p>Board of Education Policy References: #5080.1 Tardiness #5090.1.4 Student Misconduct in Schools</p>	This is not applicable for Grades K-4 Students
IV.I.	<p>Cutting Classes During the School Day</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	This is not applicable for Grades K-4 Students
IV.J.	<p>Failure to Serve Detention</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	This is not applicable for Grades K-4 Students
IV.K.	<p>Leaving School Grounds Without Administrator's Permission</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis
IV.L.	<p>Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval.)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis
IV.M.	<p>Gambling (Involving the Transfer of Money or Assets)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis
IV.N.	<p>Failure to Serve In-School Suspension or Misbehaving During In School Suspension</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● parent or guardian notification ● consequences determined on a case by case basis

	Behavior / Infraction	Grades K-4 Consequences
IV.O.	<p>Other Serious Misconduct in Section IV as Determined by the School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> ● consequences to be determined on a case by case basis and may lead to suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension ● parent or guardian notification ● potential police referral