CCSD Elementary School | Kindergarten – 5th Grade | Progressive Discipline Plan

Important to Know: The CCSD Progressive Discipline Plan serves as a guide for all school administrators to use when coding incidents and applying consequences for the violated infraction. School administrators have the responsibility of ensuring all discipline referrals are coded correctly before processing; therefore, referrals incorrectly coded, will be edited by the school administrator to reflect the correct state coding (once an investigation has been completed). The consequences provided at each infraction level are the highest level of consequences recommended for each offense; however, the assignment of a consequence is at the discretion of the school administrator. To determine the appropriate consequence(s) that should be applied to the violated infraction, the administrator will collect all evidence, use the student's academic profile as it relates to Special Education services and other pertinent information, and the severity and impact of the violated infraction to determine the most appropriate recommended consequence to assign. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Terms to Know	Meaning
Admin/Parent Conference	Admin meets with the parent via in person conference, zoom, or home visit.
Admin/Parent Contact	Admin makes contact with the parent to ensure communication of an offense and consequence assigned. For example: phone call, text, email, letter/parent note, etc.
Conditional Suspension	A mandated in-person parent conference must take place but, if missed, the student is assigned an out of school suspension and returns to school the following day.
District Approved School Probation Contract	A contract developed by the school due to the disciplinary violation(s) a student has had at school or a behavior that has impacted the school while the student was off campus representing the school or community. The specific stipulations of the student's probation terms will be listed on the contract and reviewed with the student and the parent. (Contract violation is specific to the behavior(s)/disciplinary violation(s) as outlined in the contract and cannot be violated for non-identified behavior(s) or disciplinary violation(s).
Infraction/Code/Definition	All infractions, codes, and definitions are assigned by the state and federal government and cannot be altered by a school district.
In-School Suspension (ISS)	Student is removed from the general education environment for 30 min or more but is restricted from accessing school assignments or receiving accommodations.
In-School Suspension (ISS) w/services	Student is removed from the general education environment for 30 min or more but is still allowed to complete assignments and/or receive accommodations within the Special Education environment.
Loss of Privilege(s)	A school related activity, event, or opportunity may be restricted, to include but not limited to, school related field trips or events, participation in an athletic sport, attendance at an athletic game, attendance at prom, or attendance at graduation, etc. The assignment of consequences will be based on the violated infraction and its impact to school climate and safety. This does not include the permanent removal of a student from any athletic or school team (please use your school's athletic handbook when making this decision).
Office Managed Referrals	A referral written by a teacher and processed by an administrator or a referral that has been written and processed directly by an administrator.
Progressive Discipline Plan (PDP)	Progressive Discipline Plan that outlines the maximum consequences that can be assigned for all violated infractions. The PDP serves as a recommended guide for all administrators to use when assigning consequences but should not be used as "THE FINAL DETERMINATION" for addressing student discipline concerns.
Teacher Managed Referrals	Violations are handled by the teacher and communicated to the parent. All Teacher Managed Referrals require Teacher/Parent contact, and the 4th teacher managed referral for the same infraction = an Office Managed Referral for 271 Failure to Comply with Disciplinary Action beginning at the 1st Occurrence. For Elementary Schools ONLY- all students will be allowed to reset their Teacher Managed Referral counts to 0 at the start of every nine weeks. This does not mean referrals will be removed from the discipline database. All referrals must remain on record.
Temporary Virtual Placement (TVP)	A school may consider placing the student on temporary virtual until the hearing has been conducted. If this option is applied, schools must use the temporary virtual placement guidelines and attendance coding that has been provided by DoSS. NOTE: For Special Education Students, the school administrator must first coordinate with the Department of Exceptional Children before changing a student's placement. TVP may not be the appropriate placement for a Special Education student.



CCSD Elementary School Progressive Discipline Plan Definitions / Teacher Managed

Behaviors which adversely affect a student's educational progress. Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

Infraction	Definition	
Dishonesty	Failure to knowingly tell the truth; also includes obtaining petty objects without permission like food and school supplies (not technology).	
Disrespect	Language or actions that are discriminatory (i.e., specific to race, religion, ethnicity, gender, disability, sexual orientation), demeaning, and/or insulting towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity.	
Disrupting Class	Behavior that interferes with instruction, learning, and a safe and orderly environment which includes, but not limited to, chronic talking, teasing, being out of seat/not sitting in assigned seat, rude noises, selling items on campus, etc.	
Electronic Device (includes wireless electronic devices)	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This violation is limited to computers, tablets, and any other electronic device with the exclusion of a cellular phone or smart watch. If the violation is related to a cellular device or smart watch, it could be coded as a Level 1 330 Phone Violation.	
Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry.	
Failure to Complete Work	The act of not completing assigned written, oral, or physical work.	
Hall Pass Violation	To be in a hallway without written permission; to alter or change a hall pass from its original intent.	
Horseplay	Rough or boisterous play or pranks that could harm another or disrupt the learning environment.	
Identification Violation	Failure to comply with school identification rules.	
Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, or display of public affection which creates an uncomfortable/stressful environment for the recipient person. [Examples but not limited to unwanted hugs or gifts, unwanted/repeated violation of personal space, kissing or touching (consensual), etc.]	
Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult.	
Inappropriate Language	Inappropriate or irreverent language that is not demeaning or not directed to another student or adult.	
Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities.	
Littering	Placing trash improperly so as to be a nuisance or health concern.	
Running	Running in the hallway, classroom, cafeteria, or any other unauthorized area in the school that could pose a safety issue.	
Tardy	Arriving late to school or class. Refer to the school's tardy plan. Multiple referrals will result in Level 1 referral.	
Throwing Objects	To propel or cast in any way anything that is visible or tangible without proper authorization.	



CCSD Elementary School Progressive Discipline Plan / Teacher Managed

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Districtwide Expectations

- Mandatory teacher/parent contact (phone call, text, email, letter/parent note, etc. with documentation in log entries) is required for ALL Teacher Managed Referrals.
- Three (3) Teacher Managed Referrals, with occurrences on different days for the same infraction, will result in the 4th infraction being coded as a Level 1 271 Failure to Comply with Disciplinary Action.
- For Elementary Schools ONLY- all students will be allowed to reset their Teacher Managed Referral counts to 0 at the start of every nine weeks. This does not mean referrals will be removed from the discipline database. All referrals must remain on record.
- Each school MUST establish MTSS/PBIS systems to provide a protocol for teachers to address teacher managed referrals.

Possible Interventions

- Alternate Assignment
- Behavior Contract
- Calm Down Room
- Calming Kit
- Clarify Expectations
- Explicit Instruction
- Modify Activity
- Peer Buddy
- Peer Tutor
- Positive Reinforcement of Appropriate Behavior
- Problem Solving Sheet
- Proximity Control
- Ouiet Correction
- Restorative Practices
- Reteach Expectations
- Seat Change
- Teacher/Student Conference

Possible Actions

- Confiscate Items
- Detention
- In Class Exclusion
- Loss of Privilege
- Mediation
- Temporary Removal from Class
- Verbal or Written Apology
- Verbal Warning
- Written or Verbal Reflection
- Written Warning



CCSD Elementary School Progressive Discipline Plan Definitions / Level 1 – Behavioral Misconduct

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Level 1 Code	Infraction	Definition
330	Cell Phone	Access to personal electronic communication devices by students during the school day. For purposes of this definition, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals.
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or test; accessing academic materials without permission.
004	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, chemicals, dice, lighters, etc.).
005	Detention Violation	Failure to serve a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction
271	Failure to Comply with Disciplinary Action	The act of not completing a consequence or sanction assigned by a teacher or multiple teacher managed offenses. This code is to be used by teachers and staff only.
011	Forgery/Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
320	Leaving Class	Departing from class without permission before the class period is complete.
290	Obscene Gesture/Comment/ Writing	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offense.
210	Profanity (Toward Student/Peer)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward another peer.
023	Property Misuse	Minor damage or defacement of property belonging to the school or others.
151	Truant (Follow your School's Truancy Plan)	A student between the ages of 6 and 16 who has accumulated three consecutive days of unlawful absences or a total of five unlawful absences during the current school year (must be coded in PS incident management).
390	Unauthorized Device (Do not use for cell phones)	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, tablets, drones, etc. This also includes recording students or staff without their permission.
031	Violation of Medication Policy	Prescription or nonprescription drugs found on a student's person without proper documentation.

Dress Code Violation

Dress Code Violations will be addressed by Administrator/Parent/Student - Individual School Policy/Consequences may include, but are not limited to detention, after school detention, Saturday school, loss of privilege(s), etc. A referral for 280 Dress Code Violation may be written.



CCSD Elementary School Progressive Discipline Plan / Level 1 – Behavioral Misconduct

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Prevention & Intervention Service Documentation

School MTSS Teams should consider all available school and community level resources and staff to support prevention and intervention services for a consistent offender. The submission of a Student Discipline Hearing Packet for a CCSD Discipline Hearing (for all Level 1 offenses that elevates to a Level 2 violation and most Level 2 offenses), will require the evidence of Tier 1-3 support offered to students and parents. Failure to implement interventions of support may jeopardize the review and approval of a discipline packet.

Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
330 Cell Phone 190 Cheating 004 Contraband 005 Detention Violation 011 Forgery 271 Failure to Comply 320 Leaving Class 290 Obscene Gesture/ Comment/ Writing 210 Profanity (Toward Student/Peer) 023 Property Misuse 390 Unauthorized Device (Do not use for cell phones) 031 Violation of Medication Policy	Confiscate item(s) where appropriate and return the item(s) at the end of the school day Mandatory admin/parent contact (phone call, text, email, etc.) Reteach expectations Review the consequences of the next PDP occurrence with parent and student	Confiscate item(s) where appropriate and return the item(s) at the end of the school day ISS 1 day or mandatory admin/parent conference Loss of privileges (i.e., may not participate in specific activities) Reteach expectations Review the consequences of the next PDP occurrence with parent and student	Confiscate item(s) where appropriate and return the item(s) at the end of the school day to the student/parent ISS 2 days or mandatory parent shadowing 1 day with required end of day admin/teacher/parent conference Loss of privileges (i.e., may not participate in specific activities) Review the consequences of the next PDP occurrence with parent and student Schedule and conduct a formal MTSS/IPS Meeting to address concerns and to create a safety/action plan	Confiscate item(s) where appropriate and return the item(s) to the parent ISS 2 days or OSS 1 day with Mandatory Admin/parent conference Loss of privileges (i.e., may not participate in specific activities) Review the consequences of the next PDP occurrence (Refusal to Obey) with parent and student	 Confiscate item(s) where appropriate and return the item(s) to the parent Loss of privileges (i.e., may not participate in specific activities) Mandatory MTSS/IPS Plan if not already created OSS 2 days with mandatory admin/parent conference Review the consequences of the next PDP occurrence with parent and student and review the school probation contract noting further infractions will result in a Probation Violation Mandatory District Approved School Probation Contract with future incidents coded as 270 Refusal to Obey



CCSD Elementary Progressive Discipline Plan Definitions / Level 2 – Disruptive Conduct

Disruptive Conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health, safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Level 2 Code	Infraction	Definition
001	Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but is not limited to inciting a fight, impeding school officials from reaching a fight, recording a fight, and posting videos of a fight on a social media site.
003	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth at another person.
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person.
220	Computer Violation – Non-Criminal	Willfully damaging or defacing school district technology tools (iPad, Chromebooks, SmartBoards, etc.).
407	Confrontation/Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy.
150	Cutting School	Failure to attend or complete a school day.
009	Fighting	Mutual participation in an incident involving physical violence where there is no major injury.
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency.
010	Fireworks Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property does not cause harm to others.	
620	Fraud Deceiving another usually to obtain property or services from him or her unjustly.	
630	Gambling	Betting on a game of chance or an activity where money is exchanged.
012	Harassment	Any insulting, abusive or dehumanizing statement or action which negatively impacts another person's (student or staff) emotional or mental well-being. This could be in person or with technology (email, blogs, texting, social media, chat rooms, sexting, instant messaging, video voyeurism, etc.).
014	Hit/Kick/Push (Toward Adult)	To deal a blow to, come into contact with, to trip, or strike; to strike with foot or feet; to push, apply pressure with the intent to cause harm to an adult.
014	Hit/Kick/Push (Toward Student/Peer)	To deal a blow to, come into contact with, to trip, or strike; to strike with foot or feet; to push, apply pressure with the intent to cause harm toward a student/peer.
022	Inappropriate Physical Contact	Touching another person in an unsuitable or improper manner for the location, setting, or activity.
310	Leaving School	Departing from campus without permission before the school day is complete.



CCSD Elementary School Progressive Discipline Plan Definitions / Level 2 – Disruptive Conduct, Continued

Level 2 Code	Infraction	Definition
020	Major Disruption - 2nd Level	Behavior that interrupts the learning environment for a specific period of time in a confined area (examples may be, but are not limited to: throwing of papers across the classroom, knocking of items from the wall or desktop, shouting out in the classroom repeatedly, making an inappropriate comment out loud in the classroom that leads to a disruption or the display of a behavior that causes a disruption to the learning environment, etc.).
710	Pornography (use for hard copy or printed materials created, possessed, or distributed only)	Possession, manufacturing, or distribution of sexually explicit/obscene material.
380	Probation Violation (District Probation Only)	A direct violation of a district probation contract administered through a hearing (Level 2 offenses only-Submit new complete packet).
210	Profanity (Toward Adult)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward an adult.
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult, posted sign/notice, or campus safety procedure (e.g., propping open doors/gates, not listening during a drill or emergency) through disobedience, defiance, unruliness, or noncompliance.
295	Sexting	Creating, possessing, or sharing nude, partially nude, or other sexually explicit or suggestive images, videos, or visual representations using non-digital means (e.g., printed materials) or electronic communication, including but not limited to texting, emailing, or posting on social media platforms. These acts are prohibited whether or not the subjects of the images, videos, or visual representations consent to their being created, possessed, or shared.
285	Stealing	To take the property of another without right or permission and with the intention not to return the property.
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner (Less than \$2000 in damages. Greater than \$2000 moves to Level 3 offense- larceny/theft).
750	Trespassing Being on school property or at a school sponsored event without permission, including while on suspension or after expenting entry of a structure without intent to commit a serious crime or theft.	
029	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.).
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages is Level 2. Greater than \$500 moves to Level 3 offense.).



CCSD Elementary Progressive Discipline Plan / Level 2 – Disruptive Conduct

Disruptive Conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health, safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Prevention & Intervention Service Documentation

School MTSS Teams should consider all available school and community level resources and staff to support prevention and intervention services for a consistent offender. The submission of a Student Discipline Hearing Packet for a CCSD Discipline Hearing (for all Level 1 offenses that elevates to a Level 2 violation and most Level 2 offenses), will require the evidence of Tier 1-3 support offered to students and parents. Failure to implement interventions of support may jeopardize the review and approval of a discipline packet.

Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
001 Aiding Others 003 Bite/Pinch/Spit 407 Confrontation/ Altercation 150 Cutting School 009 Fighting 014 Hit/Kick/Push (Adult) 014 Hit/Kick/ Push (Student/Peer) 022 Inappropriate Physical Contact 310 Leaving School 020 Major Disruption 2 210 Profanity (Towards Adult) 270 Refusal to Obey/Defiant 285 Stealing 750 Trespassing	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) at the end of the school day Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 1-3 days Reteach Expectations Review the consequences of the next PDP occurrence with parent and student 	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) at the end of the school day Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Mandatory admin/parent conference Mandatory District Approved School Probation Contract May assign Administrator Intervention with documentation such as calm down room Notification to law enforcement (if applicable) OSS 3 days Reteach expectations Review the consequences of the next PDP occurrence with parent and student Schedule and conduct a formal MTSS/IPS Meeting to address concerns and create a safety/action plan 	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) at the end of the school day to the student/parent Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Student safety/action plan must be implemented Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 days Submit District Disciplinary Referral (DDR) for a CCSD Discipline Hearing 	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) to the parent Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 days Submit District Disciplinary Referral (DDR) for a Probation Violation

CCSD Elementary School Progressive Discipline Plan / Level 2 – Disruptive Conduct, Continued

Prevention & Intervention Service Documentation

School MTSS Teams should consider all available school and community level resources and staff to support prevention and intervention services for a consistent offender. The submission of a Student Discipline Hearing Packet for a CCSD Discipline Hearing (for all Level 1 offenses that elevates to a Level 2 violation and most Level 2 offenses), will require the evidence of Tier 1-3 support offered to students and parents. Failure to implement interventions of support may jeopardize the review and approval of a discipline packet.

Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence
530 Bribery 220 Computer Violation (Non-criminal) 350 Fire Alarm 010 Fireworks 620 Fraud 630 Gambling 012 Harassment 789 Misc. Weapons 710 Pornography 295 Sexting 740 Stolen Property 029 Urination 760 Vandalism	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) at the end of the school day Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Mandatory admin/parent conference Mandatory District Approved School Probation Contract Notification to law enforcement (if applicable) OSS 2 days Reteach Expectations Review the consequences of the next PDP occurrence with parent and student 	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) at the end of the school day Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 days Reteach expectations Schedule and conduct a formal MTSS/IPS Meeting to address concerns and create safety/action plan Submit a District Disciplinary Referral (DDR) for a CCSD Discipline Hearing 	 Conduct threat assessment (if applicable) Confiscate item(s) where appropriate and return the item(s) at the end of the school day to the student/parent Consider conflict-resolution (when appropriate) Loss of privileges (i.e., may not participate in specific activities) Student safety/action plan must be implemented Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 days Submit District Disciplinary Referral (DDR) for a Probation Violation



CCSD Elementary Progressive Discipline Plan Definitions / Level 3 – Criminal Conduct

Criminal Conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct or serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students

Level 3 Code	Infraction	Definition
500	Arson	Any willful and malicious burning of any part of a dwelling, structure, building, or conveyance.
510	Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.
520	Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury.
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
651	Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/Unknown).
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft.
220	Computer Violation - Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering school data, etc.; purposely damaging school system computer resources.
652	Cyber Bullying	Refer to Definition for Bullying (651) / Bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, or false, content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.



CCSD Elementary School Progressive Discipline Plan Definitions / Level 3 – Criminal Conduct, Continued

Level 3 Code	Infraction	Definition
610	Forced Sexual Offense	Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting).
250	Gang Activity	Any group of individuals or organization, whether formal or informal, which advocate or promote activities threatening the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics).
640	Homicide	The killing of one human by another, not including manslaughter or attempted murder.
019	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body.
650	Intimidation (This code is to be used when a student threatens or intimidates another student. Use the coding 027 Threat when a student's behavior of threat or intimidation is towards an adult, building, animal, etc.)	Physical, verbal, written or electronic action which immediately creates fear of harm, without displaying weapon and without subjecting the victim to actual physical attack. (This category only includes verbal incident that causes fear. It does not include insubordination, lack of respect, defiance of authority, etc.) Federal definition-C030. See Threat Assessment Information and proceed accordingly.
660	Kidnap/Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking.
670	Larceny/Theft	To steal or possess property without the permission of the owner for items valued at \$2000 or more.
020	Major Disruption - 3rd Level (Formerly 560 Disturbing School)	Behavior that disturbs the learning environment for a significant number of students for an extended period of time or school sponsored events and requires the intervention of a number of staff members (includes throwing furniture, destroying classroom, large groups of students physically fighting, threats that places a school on a hold for long period of time call or email DoSS if further assistance is needed).
690	Non-Forcible Sexual Offense	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior.
700	Other Offenses- Criminal	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offenses) committed off-campus that is deemed serious enough by the principal that the presence of the student is detrimental to the best interest of the school.
720	Prostitution	To engage in or promote sexual activity for profit.



CCSD Elementary School Progressive Discipline Plan Definitions / Level 3 – Criminal Conduct, Continued

Level 3 Code	Infraction	Definition
730	Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
715	Sexual Extortion	Section 16-15-430. A person commits the offense of felony sexual extortion if the actor intentionally and maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his will, with the intent to obtain additional private images or anything else of value. Except as provided in subsections (C) and (D), a person convicted of felony sexual extortion must be imprisoned. School district punishment for this offense is referral to the school board for a disciplinary hearing.
013	In accordance with Title IX and CCSD Policy ACA, sexual harassment is conduct on the basis of sex that satisfies one of the following: an employee of the district conditioning the provision of an aid, benefit, or service of the district on an incordance participation in unwelcome sexual conduct unwelcome conduct determined by a reasonable person to be so severe, pervatobjectively offensive that it effectively denies a person equal access to the district's education program or activity "sexual as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).	
025	Sexual Violation	Acts that are overtly sexual in nature including masturbation, most consensual intercourse, and oral sex.
027	Threat (This code is to be used for incidents involving threats against adults or the school only - Use intimidation for incidents involving student to student)	Act where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon), and verbal threats of physical harm which are made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack with a weapon includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would not be considered a threat with a weapon. A threat of physical attack without a weapon refers to a threat without any display, brandishment, or discharge of a weapon, and with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded. A threat of physical attack using words that refer to a weapon would be considered a threat without a weapon.
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property. (Less than \$500 in damages is Level 2. Greater than \$500 moves to Level 3 offense.)
770	Vehicle Theft	To steal from or possess a vehicle without permission of the owner.



CCSD Elementary Progressive Discipline Plan / Level 3 – Criminal Conduct

Criminal Conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct or serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Infraction	1st Occurrence	2 nd Occurrence
500 Arson	Conduct threat assessment (if applicable)	• Conduct threat assessment (if applicable)
510 Assault, Aggravated	Consult your Title IX Coordinator for further	Consult your Title IX Coordinator for further
520 Assault, Simple	advisement	advisement
260 Bomb Threat	• Loss of privileges (i.e., may not participate in specific	• Loss of privileges (i.e., may not participate in specific
651 Bullying	activities)	activities)
540 Burglary	Mandatory admin/parent conference	Mandatory admin/parent conference
220 Computer Violation (Criminal)	Notification to law enforcement (if applicable)	Notification to law enforcement (if applicable)
652 Cyber Bullying	• OSS 5 days	• OSS 5 days
610 Forced Sexual Offense	School may assign to a Temporary Virtual At-Home	School may assign to a Temporary Virtual At-Home
250 Gang Activity	Placement until the hearing has been conducted	Placement until the hearing has been conducted
640 Homicide	Submit District Disciplinary Referral (DDR) for a	Submit District Disciplinary Referral (DDR) for a
019 Indecent Exposure	CCSD Discipline Hearing	Probation Violation
660 Kidnap/Abduction		
670 Larceny/Theft		
650 Intimidation (Written or Verbal)		
020 Major Disruption 3		
690 Non-Forcible Sexual Offense		
700 Other Offenses (Off-campus Criminal Activity) –		
Refer to list of Approved 700 Off-Campus Incidents 720 Prostitution		
730 Robbery		
715 Sexual Extortion		
013 Sexual Harassment		
025 Sexual Violation		
027 Threat (Written or Verbal)		
760 Vandalism		
770 Vehicle Theft		



CCSD Elementary Progressive Discipline Plan Definitions / Weapons

Weapons: All weapons are coded as 789 in PowerSchool. Then a sub code is used to identify the type of weapon. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Level 3 Code	Infraction	Definition
789	Weapons - all coded as 789, then subcode is added	Weapons: Firearms, handguns, rifles, shotguns or bombs (including look-alike); pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray.
780	Weapons - Other	Pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death. This also includes, but not limited to tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray.
781	Weapons: Handguns	A handgun with or without ammunition.
782	Weapons: Rifles/Shotguns	A rifle or shotgun with or without ammunition.
783	Other Firearms	Devices designed to expel a projectile, grenade, explosive.
784	Weapons: Knife Blade More than 2"	A knife with a blade of more than 2 inches. (State)
785	Weapons: Knife Blade More than 2.5"	A knife with a blade of more than 2.5 inches. (Federal) (IAES services may be offered when in the possession of a special education student.)
786	Weapons: Knife Blade Less than 2"	A knife with a blade of less than 2 inches.
787	Weapons: Discharged Firearm	A discharged handgun.
788	Weapons: Discharged Firearm	A discharged rifle or shotgun.
789	Misc. Weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, and bullets that do not inflict injury

Infraction	Any Occurrence
789 Misc. Weapons 783 Other Firearms 780 Weapons: Other 781 Weapons: Handguns 782 Weapons: Rifles/Shotguns 784 Weapons: Knife Blade More than 2" (State) 785 Weapons: Knife Blade More than 2.5" (Federal) 786 Weapons: Knife Blade Less than 2" 787 Weapons: Discharged Firearm (Handgun) 788 Weapons: Discharged Firearm (Shotgun)	 Interim Alternative Educational Settings (Knife with a blade of more than 2.5 inches for Special Education Students - 45 days) Admin/parent conference Loss of privileges (i.e., may not participate in specific activities) Notification to law enforcement (if applicable) OSS 5 days Referral for Expulsion - Submit District Disciplinary Referral (DDR) for a CCSD Discipline Hearing School may assign to a Temporary Virtual At-Home Placement until the hearing has been conducted



CCSD Elementary Progressive Discipline Plan Definitions / Illicit Substances

Criminal Conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct or serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Code	Infraction	Definition
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages.
570	Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.
585	Drug Paraphernalia	Paraphernalia as any instrument, device, article, or contrivance use, designed for use, or intended for use in ingesting, smoking, administering, manufacturing, or preparing a controlled substance and does not include cigarette papers and tobacco pipes but includes, but is not limited to: (a) metal, wooden, acrylic, glass, stone, plastic, or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; (b) water pipes designed for use or intended to use with marijuana, hashish, hashish oil, or cocaine: (c) carburetion tubes and devices; (d) smoking and carburetion masks; (e) roach clips; (f) separation gins designed for use or intended for use in cleaning marijuana; (g) cocaine spoons and vials; (h) chamber pipes; (i) carburetor pipes; (j) electric pipes; (k) air-driven pipes; (l) chillums; (m) bongs; (n) ice pipes or chillers.
580	Drug Possession 1 (i.e., THC pods, drug residue, roaches)	Possession of an illegal substance represented as drugs, and/or a mood-altering substance.
580	Drug Possession 2 (i.e., THC/Delta 8 vape pens with liquid, edibles, bagged marijuana, rolled marijuana, illegal pills, or concealed and any other illegal drug substances)	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription or non-prescription medication). Students using drugs while on campus, at school function, or on a school bus should be coded as Drug Possession 2.
575	Drug Usage (Only to be used when student arrives at school, a school function, or while on a school bus under the influence.)	Being under the influence of an unauthorized legal or any illegal substances. An unauthorized or illicit substance is considered to be any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or non-prescription medication.
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.
230	Tobacco Distribution 1 (Passing of one tobacco item)	Sell, dispense or distribution of any tobacco related product included but not limited to cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.
230	Tobacco Distribution 2 (Passing of more than one tobacco item)	Sell, dispense or distribution of any tobacco related product included but not limited to cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.



CCSD Elementary Progressive Discipline Plan / Illicit Substances

Criminal Conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct or serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of this regulation apply not only to within-school activities, but also to student conduct in route to and from school, on a school bus, at the bus stop, or any other mode of transportation; to include whenever a behavior negatively impacts school climate, safety, and the well-being of students and staff. Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Infraction	1st Occurrence	2 nd Occurrence	3rd Occurrence
680 Alcohol/Liquor Law Violation 575 Drug Usage 230 Tobacco Violation 230 Tobacco Distribution 1	 Confiscate items where appropriate Loss of privileges (i.e., may not participate in specific activities) Mandated District Approved Probation Contract with mandatory completion of assigned EVERFI Lessons or another District approved curriculum. Failure to complete assigned curriculum within 15 school days will result in submission of Referral Packet for a CCSD Student Discipline Hearing Mandated student safety/action plan must be implemented (if applicable) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 3 Days Review the consequences of the next PDP occurrence with parent and student 	 Confiscate items where appropriate Loss of privileges (i.e., may not participate in specific activities) Mandated student safety/action plan must be implemented (if applicable) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 days School may assign to a Temporary Virtual At-Home Placement until the hearing has been conducted Submit District Disciplinary Referral (DDR) for a CCSD Discipline Hearing 	 Confiscate items where appropriate Loss of privileges (i.e., may not participate in specific activities) Mandated student safety/action plan must be implemented (if applicable) Mandatory admin/parent conference Notification to law enforcement (if needed) OSS 5 Days School may assign to a Temporary Virtual At-Home Placement until the hearing has been conducted Submit District Disciplinary Referral (DDR) for a Probation Violation



CCSD Elementary School Progressive Discipline Plan Definitions / Illicit Substances, Continued

Infraction	1st Occurrence	2 nd Occurrence
230 Tobacco Distribution 2 (passing of more than one tobacco item) 570 Drug Distribution 580 Drug Possession 2 Please consider referring student for intervention through ADAPT.	 Confiscate items where appropriate Loss of privileges (i.e., may not participate in specific activities) Mandated student safety/action plan must be implemented (if applicable) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 Days Review the consequences of the next PDP occurrence with parent and student School may assign to a Temporary Virtual At-Home Placement until the hearing has been conducted Submit District Disciplinary Referral (DDR) for a CCSD Discipline Hearing 	 Confiscate items where appropriate Loss of privileges (i.e., may not participate in specific activities) Mandated student safety/action plan must be implemented (if applicable) Mandatory admin/parent conference Notification to law enforcement (if applicable) OSS 5 days School may assign to a Temporary Virtual At-Home Placement until the hearing has been conducted Submit District Disciplinary Referral (DDR) for Probation Violation



CCSD Elementary Progressive Discipline Plan / Code 700 – Other Criminal Offenses

Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offense(s) committed off-campus that is deemed serious enough by the State Regulations to be a danger to the school environment. Under South Carolina Law, section 16-160, those infractions that are considered violent crimes are listed below: Admin may elect to assign a lower consequence based on the information collected but must seek Level Leader approval when assigning a higher than recommended consequence. Reminder – 10 Day max OSS for Special Education/504 students.

Other	Criminal	Offenses
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Accessory before the fact to commit any of the above offenses (Section 16-1-40)

Aggravated voyeurism (Section 16-17-470(C))

Allowing great bodily injury to be inflicted upon a child (Section 16-3-95(B))

Armed robbery (Section 16-11-330(A)) / attempted armed robbery (Section 16-11-330(B))

Arson in the first or second degree (Section 16-11-110(A))

Assault and battery by mob, first degree, resulting in death (Section 16-3-210(B)

Assault and battery of a high and aggravated nature (Section 16-3-600(B))

Assault and battery with intent to kill (Section 16-3-620)

Assault with intent to commit criminal sexual conduct, first and second degree (Section 16-3-656)

Attempt to commit any of the above offenses (Section 16-1-80). Only those offenses specifically enumerated in this section are considered violent offenses

Attempted murder (Section 16-3-29) / murder (Section 16-3-10)

Burglary in the first or second degree (Section 16-11-311)

Carjacking (Section 16-3-1075)

Criminal sexual conduct in the first and second degree (Sections 16-3-652 and 16-3-653)

Criminal sexual conduct with minors, first, second, and third degree (Section 16-3-655)

Detonating a destructive device resulting in death with or without malice (Section 16-23-720(A)(1)) (Section 16-23-720(A)(2))

Drug trafficking as defined in Section 44-53-370

Engaging a child for a sexual performance (Section 16-3-810)

Failure to stop when signaled by a law enforcement vehicle resulting in death (Section 56-5-750(C)(2))

Felony driving under the influence or felony driving with an unlawful alcohol concentration resulting in death (Section 56-5-2945(A)(2))

Hit and run resulting in death (Section 56-5-1210(A)(3))

Homicide by child abuse (Section 16-3-85(A)(1)) aiding and abetting homicide by child abuse (Section 16-3-85(A)(2))

Inflicting great bodily injury upon a child (Section 16-3-95(A))

Interference with traffic-control devices, railroad signs, or signals resulting in death (Section 56-5-1030(B)(3))

Kidnapping (Section 16-3-910)

Participating in prostitution of a minor (Section 16-15-425)

Promoting prostitution of a minor (Section 16-15-415)

Sexual exploitation of a minor first degree (Section 16-15-395) / sexual exploitation of a minor second degree (Section 16-15-405)

Trafficking in persons (Section 16-3-2020)

Unlawful carrying / possession of a firearm

Voluntary manslaughter (Section 16-3-50)

Any Occurrence

- Loss of privileges (i.e., may not participate in specific activities)
- Mandatory admin/parent conference
- Notification to law enforcement (if applicable)
- OSS 5 days
- School may assign to a Temporary Virtual At-Home Placement until the hearing has been conducted
- Submit District
 Disciplinary Referral
 (DDR) for a CCSD
 Discipline Hearing

