



ADMINISTRATION REFERRAL PROCEDURES 2013-2014



Offense	ABSS SCC#	Offense	Consequence
Aggressive behavior to student (pushing, shoving, etc.)	Rule 17: Insulting, Abusive, Serious Disrespect, p.8	1 st	1 day OSS
		2 nd	3 days OSS Parent Conference before returning
		3 rd	5 days OSS SRO referral
		4 th	10 days OSS Administrative Recommendation
Disrespect to teacher (actions that are disrespectful and which disrupt the learning process)	Rule 12: Insulting, Abusive, Serious Disrespect, p.7	1 st	1 day PAWS
		2 nd	2 days PAWS, Counselor referral
		3 rd	1-3 days OSS, SRO referral
Fighting (throwing punches at another student)	Rule 17: Fighting Among Students, p.8	1 st	3 days OSS & SRO Petition
		2 nd	5-10 days OSS & SRO Petition
		3 rd	10 days OSS & SRO Petition, Administrative Recommendation
Gang Paraphernalia (possession of drawings, logos on clothing, stickers, writing on hands, notebooks, bags, etc.)	Rule 25: p. 11	1 st	3 days OSS
		2 nd	5 days OSS
		3 rd	10 days OSS, SRO Petition, Administrative Recommendation.
Profanity (directed at teacher)	Rule 12: Written or Verbal Assault, p.7	1 st	3 days OSS
		2 nd	5 days OSS
Sexual Harassment (Unwanted words or touch)	Rule 14: Sexual Harassment, p.7	1 st	Up to 3 days OSS, counselor referral
		2 nd	Up to 5 days OSS, counselor referral & SRO referral
		3 rd	Up to 10 days OSS & Administrative Recommendation
Skipping (+ 20 minutes late - no note)	Rule 5 p.5	1 st	1 day PAWS
		2 nd	2 days PAWS
		3 rd	3 days PAWS
Skipping Off Campus	Rule 5 p.5	1 st	3 days PAWS
		2 nd	1 day OSS, Parent Conference before returning
Tobacco products or Paraphernalia – use or possession	Rule 7: Use of Tobacco Products, p.5	1 st	1 day PAWS, referral to counselor
		2 nd	3 days PAWS, SRO referral
		3 rd	Up to 2 days OSS
Theft (includes attempting and possession of stolen items)	Rule 21: Theft or Destruction of Property, p.9	1 st	1 day OSS, SRO/Counselor referral
		2 nd	3 days OSS & SRO Petition & No more Extra-curricular activities
		3 rd	5 days OSS & SRO Petition
Vandalism (Destruction of school property)	Rule 21: Theft or destruction of School or Personal Property, p.9	1 st	Up to 3 days OSS
		2 nd	5 days OSS & Possible SRO Petition, pay restitution, No more Extra-curricular activities



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Offense	ABSS SCC#	Offense	Punishment
After School Detention – missed Admin assigned	Rule 1: Non-compliance, p.4	All	1 day PAWS
Bullying, Hazing, Intimidation, (Desire to hurt+ hurtful action+ power imbalance + repetition + use of power + oppression of target)	Rule 15: Hazing and Intimidation, p.10 Rule 20: Extortion, p.9	1 st	Bullying Referral, parent contact
		2 nd	1-3 days PAWS, SRO Notified
		3 rd	1-3 days OSS, SRO notified
		4 th	3-5 days OSS, Administrative Recommendation
Cheating	Rule 3: Issues of Integrity, p.5	1 st	Parent-Teacher Conference, Detention
		2 nd	1 day PAWS
		3 rd	2 days PAWS
		4 th	1 days OSS
Disrupting Class (After warning, parent contact, ASD, isolation)	Rule 1: Minor Infractions, p.4	1 st	1 day PAWS
		2 nd	2 days PAWS
		3 rd	3 days PAWS, counselor referral
Dress Code	Rule 2: Dress Code Violation, p.4	1 st	Change and verbal warning
		2 nd	Change and detention
		3 rd	1 day PAWS
		4 th	2 days PAWS
		5 th	1 Day OSS
Electronic Devices – Possession and obvious use without permission.	Rule 8: Electronic Devices, p.6	1 st	Verbal Warning
		2 nd	Teacher confiscates/Return at End of Day
		3 rd	Teacher confiscates, Teacher turns phone in the office, Parent must pick-up
Non-compliance (Blatant refusal to comply with directions.)	Rule 1: Non-compliance, p.4	1 st	1 day PAWS
		2 nd	2 days PAWS
		3 rd	3 days PAWS
		4 th	1 day OSS
Profanity (Profanity that disrupts the learning process)	Rule 12: Seriously Disrespectful, p.7	1 st	1 day PAWS
		2 nd	2 days PAWS Counselor referral
		3 rd	3 days PAWS Parent Conference