

# 2023-24 Sun Prairie Area School District Student and Family Handbook

## Secondary Behavioral Responses for School Buildings and Bus

(revised 08-2023)

Level I Behaviors and Responses	Level II Behaviors and Responses	Level III Behaviors and Responses	Level IV Behaviors and Responses
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See related policies: Code of Conduct [JFCE/JFCE-R](#) Discipline/Suspensions/Expulsion [JG/JG-R](#) Transportation Services [EE/EE-R](#)

### Level I – Behavioral Responses - Teacher Managed; Parent/Caregiver Contact is Strongly Recommended

**Level I** offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. All behavioral responses are subject to administrative discretion.

Infraction	Definition
<p><b>Attendance: Tardiness / Unexcused Absences</b></p> <p>Student Attendance <a href="#">JE/JE-R</a></p>	<p>Unexcused late arrival to school or class. Also includes failure to report to class when in the school building.</p> <p>After three tardies to a class or three directives to report to class, this infraction moves to a Level II violation of attendance policy.</p>
<p><b>Dishonesty, Minor</b></p> <p><a href="#">Academic Dishonesty Administrative Guideline</a></p>	<p>Intentionally providing untruthful information to school staff. This includes academic dishonesty on a formative assessment or practice activity.</p> <p><b>Academic Dishonesty/Cheating:</b> Willful or deliberate unauthorized use of the work of another person(s) for academic purposes, or unauthorized use of notes or other material in the completion of an activity.</p> <p><b>Lying:</b> Intentionally providing false or misleading information to, or withholding valid information from a school employee. This includes falsifying attendance information.</p> <p><b>Forgery:</b> The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.</p> <p>Repeated incidents of dishonesty may be moved to a Level II violation for Dishonesty, Serious.</p>
<p><b>Disrespect, Minor</b></p>	<p>Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student.</p> <p>After two incidents of minor disrespect, this infraction moves to a Level II violation for gross disrespect.</p>
<p><b>Disruption, Minor</b></p>	<p>Conduct or behavior that interferes with or disrupts the teaching/learning process.</p>

	Repeated incidents of disruption may be moved to a Level II violation for Disruptive or Harmful Use of Technology, Gross Disrespect, Inciting / Instigating Disruptions, or other appropriate infractions.
<b>Horseplay / Play Fighting</b>	Conduct or behavior that does not cause injury but interferes or has the potential to interfere with or disrupts the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.  Repeated incidents of horseplay may be moved to a Level II violation for Repeated Misconduct of a Less Serious Nature.
<b>Improper Use of Technology</b>  <i>Personal Electronic Devices <a href="#">JFCK</a></i>	Use of personal electronic devices or accessories is prohibited when it disrupts the learning environment. Electronic devices are to be “silenced” during school hours.  Electronic devices may be used on the bus with driver permission. Appropriate electronic use on the bus includes: <ul style="list-style-type: none"> <li>• Earbuds, no loud music</li> <li>• No videoing/sharing of videos obtained on the bus</li> <li>• Refrain from taking pictures</li> </ul> Repeated incidents of horseplay may be moved to a Level II violation for Repeated Misconduct of a Less Serious Nature.
<b>Insubordination</b>	Refusal or failure to comply with a direction in a classroom setting that minimally disrupts the learning or school environment  After two incidents of insubordination, this infraction moves to a Level II violation for open defiance.
<b>Profanity, Obscenity, or Possession of Obscene Materials</b>	The possession or use of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.  After one incident, this infraction moves to a Level II violation for profanity / obscenity. The severity of the offense could move this to a Level II immediately, regardless of number of offenses.
<b>Other Minor Infraction</b> <i>Specific Behavior Identified by Behavioral Referral</i>	Any other minor act of misconduct not listed above which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular/cocurricular program, or approved transportation.

**Possible Intervention, Support, or Consequence for Level I Behavior Concerns**

**Positive Behavior Supports**

- Counseling and Redirection
- Use of Restorative Practices
- Positive Behavior Contract or Plan
- Completion of Collaborative Problem Solving Process or Functional Behavioral Analysis
- Return of property, payment for same, or restitution for damages
- Programming and / or scheduling adjustments
- Check in, Check out

**Intervention/Consequence**

- Educator conference with the student about appropriate behavior (*Parent / Caregiver contact recommended*)
- Verbal Warning (*Parent / Caregiver contact recommended*)
- Removal or Suspension of privileges (*Parent / Caregiver contact mandatory*)

- Classroom detention (*Parent / Caregiver contact mandatory*)
- Coach / Advisor Contact
- Lunch or after-school detention (*Parent / Caregiver contact mandatory*)

## Level II – Behavioral Responses - Teacher or Administrator Managed; Parent/Caregiver Contact is Required

**Level II** or “intermediate” acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II offenses also include repeated acts of misconduct from Level I and acts directed against or toward people or property that do not seriously endanger the health or safety of others. *All disciplinary actions are subject to administrative discretion.*

Infraction	Definition
<p><b>Attendance Policy Violation / Truancy</b></p> <p><i>Student Attendance</i> <a href="#">JE/JE-R</a></p>	<p>Unauthorized Absence from School or Class</p> <p>Fourth or succeeding late arrival unexcused to school or class or refusal to report to class when directed. Violation of the state attendance laws and/or school district policy relating to compulsory attendance. Students must attend school or classes as required. This includes multiple instances of tardiness to school or class or failure to report to class when in the school building.</p> <p>Habitual Truancy will result in a referral to Truancy Board, and a citation may be issued.</p>
<p><b>Bullying / Cyberbullying / Hazing</b></p> <p><i>Bullying/Cyberbullying/Hazing</i> <a href="#">JBA/JBA-R</a></p> <p><i>Discrimination/Harassment</i> <a href="#">JB/JB-R</a></p>	<p>Aggressive, intimidating, or threatening behavior that is directed toward another person. Can occur on school property or off school grounds if it adversely impacts the educational environment at school for students or staff. Bullying behavior can be:</p> <ol style="list-style-type: none"> <li>1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)</li> <li>2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)</li> <li>3. Indirect/Psychological (e.g. spreading cruel rumors, manipulating social relationships, intimidation, social exclusion, and cyberbullying)</li> </ol> <p>After one incident, this infraction moves to a Level III violation for bullying / harassment. The severity of the offense could move this to a Level III immediately, regardless of number of offenses.</p> <p>“Bullying” is defined as</p> <ul style="list-style-type: none"> <li>- deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.</li> </ul> <p>“Cyberbullying” is defined as</p> <ul style="list-style-type: none"> <li>- the use of information and communication technologies such as e-mail, text messages, instant messaging, personal websites, social media, or hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others and involves an imbalance of power.</li> </ul> <p>“Hazing” is defined as</p> <ul style="list-style-type: none"> <li>- any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students, for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students’ willingness to participate.</li> </ul>

<p><b><i>Destruction of Property, Theft, or Vandalism (under \$100)</i></b></p> <p><i>Searches of Property <a href="#">JFH</a></i></p>	<p>The willful or malicious destruction of school property or the property of others. Also includes taking the property of another person without their permission.</p> <p>After one incident, this infraction moves to a Level III infraction for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Dishonesty, Serious</i></b></p> <p><a href="#">Academic Dishonesty Administrative Guideline</a></p>	<p>Intentionally providing untruthful information to school staff about more serious issues. This includes academic dishonesty on a summative assessment, project, exam, or paper.</p> <p>Behaviors that involve other students in the distribution of information for the purposes of cheating or otherwise earning credit falsely will also result in disciplinary action. In addition to disciplinary responses, the student will be required to complete the assigned work individually.</p> <p>See definitions in Level I Dishonesty, Minor for more information. Repeated incidents of dishonesty may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Disruptive Use of Technology</i></b></p> <p>Technology and Communication Resources Acceptable Use by Students <a href="#">Policy IIBGA</a> and <a href="#">Procedure IIBGA-R</a></p>	<p>The use of technology to create or perpetuate a situation that is disruptive to the school environment. This includes the following:</p> <ul style="list-style-type: none"> <li>- Filming of day to day interactions between students, adults, school staff or community members within the school environment</li> <li>- Filming or attempting to film fights, altercations or other interactions between students, students and staff, or students and community members; filming classroom material or instruction within the school environment</li> <li>- Use of external speakers within the school environment that poses a safety concern or disruption within the school environment</li> </ul> <p>Users of personal devices, when on district property or engaged in school related activities, are expected to adhere to the standards in Section 2, regardless of the network they are connected to, including non-district networks. Please see the Acceptable Use Agreement for further details.</p> <p>By exercising the privilege of bringing a cell phone or other electronic devices to school or school-sponsored events, the student and parents / caregivers knowingly and voluntarily consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.</p> <ul style="list-style-type: none"> <li>- The scope of the search will be limited to the violation of which the student is accused.</li> <li>- School officials as part of the search may request or require the student to disclose access information to enable access or observation of the contents of the electronic device, but school officials shall not request or require a student to disclose access information for the personal internet account(s) of the student.</li> </ul> <p>Repeated incidents of disruptive use of technology may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Dress Code</i></b></p> <p>See guidelines established in the <a href="#">Student and Family Handbook</a></p>	<p>Failure to follow the established dress code.</p> <p>Repeated refusal to follow the dress code may be moved to a Level III violation for gross insubordination / repeated defiance.</p>
<p><b><i>Gross Disrespect</i></b></p>	<p>Third or succeeding incident where conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior.</p>
<p><b><i>Inciting / Instigating Disruptions</i></b></p>	<p>Inciting, instigating, or causing disruptions to the learning environment by repeating antagonistic comments, perpetuating conflict or any other misconduct that disrupts the learning and safety of the learning environment. This includes use of loud noise, strong odors (stink bombs), or other sensory disruptions. This also includes contributing to disruptions as a spectator or observer or refusing to leave the</p>

	<p>scene of disruption when directed by school staff. Conduct outside of school may qualify as inciting or instigating a disruption if the behaviors require the intervention of school staff to ensure a safe learning environment.</p> <p>Repeated incidents of inciting / instigating disruptions may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature.</p> <p><b>NOTE:</b> If the participant's role in inciting/instigating a disruption causes the individual to engage in a related physical altercation, school administration will consider a Level III or IV infraction.</p>
<p><b>Intimidation / Endangering Others, including Creating a Security or Health Hazard</b></p>	<p>Behavior that causes the potential for or results in a safety or security risk. Examples may include but are not limited to: bodily harm, health hazards, "posturing," "squaring up," making threats, taking off coats/sweatshirts/jackets, taking off backpacks or other pre-fight behavior.</p> <p><b>Creating a Security Hazard</b> includes propping of exterior doors or providing unauthorized building access to individuals during the school day. If this infraction is repeated, progressive disciplinary consequences will be enacted under grounds of Repeated Misconduct and/or School Safety Threat.</p> <p>Repeated incidents of intimidation / endangering others may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b>Open Defiance / Failure to Report</b></p>	<p>Either verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment. This includes failure to report to assigned detention or in-school suspension.</p> <p>Repeated defiance or refusal to report as assigned may be moved to a Level III infraction for Gross Insubordination.</p>
<p><b>Physical Altercation, Minor and Physical Aggression, Minor</b></p>	<p>Minor physical contact (bumping, shouldering, etc) between two or more students that is harmful or disruptive, but is quickly de-escalated and does not result in injury. This includes play fighting that has the appearance of a minor physical altercation. This includes retaliation but does not self-defense actions. Physical altercation is used to describe mutual contact between two or more students engaging in the behaviors named above. Physical aggression describes one-sided physical contact named above.</p> <p><b>Retaliating</b> by hitting a person back is not self-defense and will be considered as participating in the physical altercation.</p> <p><b>Self-defense</b> is described as an action taken to block an attack by another person or to shield yourself from being hit by another person.</p> <p>Repeated incidents of minor physical altercations / aggression may be moved to Level III violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b>Possession of Incendiary Device</b></p>	<p>Possession of lighter, matches, or other device that could damage or otherwise cause fire in school.</p> <p>Repeated incidents of possession of incendiary devices may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature. Use of such a device to cause a fire will result in a Level IV violation for arson.</p>
<p><b>Profanity, Obscenity, or Possession of Obscene Materials</b></p>	<p>Second or succeeding incident of any profane, obscene, or abusive language of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which disrupt the school environment, a school function, or an extracurricular/co-curricular activity.</p> <p>Repeated incidents of profanity, obscenity, or possession of obscene materials may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature, particularly if the incident caused a significant disruption.</p>

<b>Profanity or Obscenity Directed at Staff</b>	Profane, obscene, or abusive language/materials of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which disrupt the school environment, a school function, or an extracurricular/co-curricular activity and directed at a staff member,  Repeated incidents of profanity, obscenity, or possession of obscene materials directed at staff may be moved to a Level III violation.
<b>Repeated Misconduct of a Less Serious Nature</b>	Repeated misconduct which disrupts the orderly operation of the school environment or any extracurricular/co-curricular program or activity.  Includes, but is not limited to, repeated instances of horseplay / play fighting and improper use of technology.
<b>Smoking and Other Tobacco Use</b>	The possession, use, distribution, or sale of tobacco, tobacco like or facsimile tobacco products (including tobacco “vape” products, chewing tobacco or non-tobacco cigarettes/cigars) on any school system property, at a school function, or extracurricular/co-curricular activity.  Repeated incidents of smoking / use of tobacco may be moved to a Level III violation for Repeated Misconduct of a More Serious Nature.
<b>Student Sales, Unauthorized</b>	Sale of fundraising items or personal goods for personal profit on school property, within the school day, and without the approval of an administrator.
<b>Weapons, Other</b>  <i>Weapons in School</i> <a href="#">JFCJ/JFCJ-R</a>	Possession of weapons that do not have the capability to cause bodily harm such as drawings and/or paper/cardboard type models of weapons that disrupt the learning environment.
<b>Other Serious Misconduct</b> <i>Specific Behavior Identified by Behavioral Referral</i>	Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level I. May also include repeated instances of Level I misconduct.

**Possible Intervention, Support or Consequence for Level II Behavior Concerns**

**Positive Behavior Supports**

- Counseling and Redirection
- Use of Restorative Practices
- Positive Behavior Contract or Plan
- Completion of Collaborative Problem Solving Process or Functional Behavioral Analysis
- Return of property, payment for same, or restitution for damages
- Re-admit meeting after a suspension
- Programming and / or scheduling adjustments
- Check in, Check out
- Check and Connect

**Intervention/Consequence:**

- All interventions listed from Level I
- Mandatory contact w/ parent or caregiver
- Search of Locker / Belongings Based on Reasonable Suspicion
- Lunch or after-school detention(s)

- In-school suspension (0.5 days - 5 days)
- Suspension from bus (1-5 days)
- Possible involvement of School Resource Officer with caregiver contact
- Out-of-school suspension (not for truancy) (1-3 days)
- Loss of after-school activities/games privilege
- Loss of personal electronics use during the school day
- Restriction of Chromebook access (link tech policy)
- Referral to Attendance Review Board or Truancy Court

### Level III – Behavioral Responses - Administrator Managed; Parent/Caregiver Contact is Required

**Level III** infractions are major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. *All disciplinary actions are subject to administrative discretion.*

Infraction	Definition
<p><b><i>Bullying / Cyberbullying / Hazing</i></b></p> <p><i>Bullying/Cyberbullying/Hazing <a href="#">JBA/JBA-R</a></i></p>	<p>Second or succeeding incident of aggressive, intimidating, or threatening behavior that is directed toward another person. Can occur on school property or off school grounds if it adversely impacts the educational environment at school for students or staff. Bullying behavior can be:</p> <ol style="list-style-type: none"> <li>1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)</li> <li>2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)</li> <li>3. Indirect/Psychological (e.g. spreading cruel rumors, manipulating social relationships, intimidation, social exclusion, and cyberbullying)</li> </ol> <p>See definitions in Level II Bullying / Cyberbullying / Hazing for more information.</p> <p>Repeated incidents of bullying may move to a Level IV infraction for Repeated Misconduct of a More Serious Nature. The severity of the offense could move this to a Level IV immediately, regardless of number of offenses.</p>
<p><b><i>Destruction of Property, Theft, or Vandalism (\$100 - \$300)</i></b></p>	<p>The willful or malicious destruction of school system property or the property of others. Also includes taking the property of another person without their permission.</p> <p>After one incident, this infraction moves to a Level IV infraction for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Disruption, Major</i></b></p>	<p>Any major act of misconduct which seriously disrupts the orderly operation of the school program.</p> <p>Repeated incidents of major disruptions may be moved to a Level IV violation for Repeated Misconduct of a More Serious Nature.</p>



<p><b><i>Gambling or Facsimile Gambling</i></b></p>	<p>Student gambling is strictly prohibited while in school, on school property, in school vehicles, at any school functions, or while in transit from home to school or school to home. Gambling or facsimile gambling includes any action involving the betting on cards, dice, sporting events, etc.</p> <p>Prohibited activities include but are not limited to:</p> <ul style="list-style-type: none"> <li>● betting, wagering, or selling pools on any event, whether professional or amateur</li> <li>● playing card or dice games for money or prizes</li> <li>● possessing any card, book, or other device for registering bets</li> <li>● knowingly permitting the use of your cellular phone, computer or other electronic device for illegal gambling</li> <li>● offering, soliciting or accepting a bribe to influence the outcome of an event</li> <li>● involvement in unauthorized raffles or lotteries.</li> </ul>
<p><b><i>Gang-Related Activity</i></b></p>	<p>Students may not engage in any activities or behaviors intended to encourage or facilitate gang or gang-related activities or purposes.</p> <p>For purposes of this rule, “gang” is defined as:</p> <ul style="list-style-type: none"> <li>- A group using common identifying signs, symbols and/or colors demonstrating their common purpose to engage in criminal, violent or anti-social activity.</li> </ul> <p>Such forms might include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Graffiti, tattoos, emblems, hand signs, hand shakes, slang, jewelry, slashed eyebrows or other types of symbolism</li> <li>- Discussions and/or clothing that encourages gang-related activity</li> </ul> <p>Students may not recruit or aid in the recruitment of gang members; may not wear or display any clothing or accessories which indicate membership in or affiliation with any gang; may not threaten or intimidate students, school personnel, or others lawfully on school premises.</p> <p>The principal or designee shall have final authority in determining if a violation has occurred, and this may involve the use of our School Resource Officer. Enforcement of this rule is necessary for the safety and protection of the school environment. Gang-related apparel worn at school draws attention away from the school’s learning environment and directs it toward thoughts of aggression, violence, and criminal behavior.</p>
<p><b><i>Gross Insubordination / Repeated Defiance</i></b></p>	<p>Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from school staff.</p> <p>Repeated incidents of gross insubordination or repeated defiance may be moved to a Level IV violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Harassment, Discriminatory</i></b></p> <p><i>Discrimination/Harassment</i> <a href="#"><u>JB/JB-R</u></a></p>	<p>Students may not engage in any physical or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person’s sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homeless status, gender identity, gender expression, age, or physical, mental, emotional or learning disability.</p> <p>After one incident, this infraction moves to a Level IV violation for discriminatory harassment. The severity of the offense could move this to a Level IV immediately, regardless of number of offenses.</p> <ul style="list-style-type: none"> <li>- <b>"Harassment"</b> is defined as: <ul style="list-style-type: none"> <li>- Behavior toward or between students based on any personal characteristic described above which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment.</li> <li>- Harassment can arise from a broad range of physical or verbal behavior that can include, but not be limited to: physical or mental abuse, racial insults, ethnic or religious slurs, unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements or discriminating remarks that are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>- <b>"Discrimination"</b> is defined as <ul style="list-style-type: none"> <li>- Any unlawful action or practice including bias, stereotyping or student harassment detrimental to a person or group(s) of persons and differentiates or distinguishes among persons or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based on any personal characteristic described above</li> </ul> </li> </ul>
<p><b><i>Harmful Use of Technology with Distribution</i></b></p> <p>Technology and Communication Resources Acceptable Use by Students <a href="#">Policy IIBGA</a> and <a href="#">Procedure IIBGA-R</a></p>	<p>The use of technology to create, perpetuate, and share a situation where another person is harmed, harassed, or otherwise singled out. This includes the recording interactions between students, adults, school staff or community members within the school environment, such as:</p> <ul style="list-style-type: none"> <li>- recording routine day-to-day interactions for use on social media without the consent of all individuals</li> <li>- recording or attempting to record disruptions, including fights, altercations or other interactions between students, students and staff, or students and community members</li> <li>- recording classroom material or instruction within the school environment</li> </ul> <p>Users of personal devices, when on district property or engaged in school related activities, are expected to adhere to these rules, regardless of the network they are connected to, including non-district networks.</p> <p>By exercising the privilege of bringing a cell phone or other electronic devices to school or school-sponsored events, the student and parents / caregivers knowingly and voluntarily consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules. The scope of the search will be limited to the violation of which the student is accused. School officials as part of the search may request or require the student to disclose access information to enable access or observation of the contents of the electronic device, but school officials shall not request or require a student to disclose access information for the personal internet account(s) of the student.</p> <p>Repeated incidents of harmful use of technology may be moved to a Level IV violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Physical Aggression Directed at Staff</i></b></p>	<p>Intentional physical contact with a staff member, which is intentional, harmful, has the potential to cause injury and/or is disruptive to the school environment.</p> <p>Repeated incidents of physical aggression directed at staff may move to a Level IV infraction for Repeated Misconduct of a More Serious Nature. The severity of the offense could move this to a Level IV immediately, regardless of the number of offenses.</p>
<p><b><i>Physical Altercation, Major and Physical Aggression, Major</i></b></p>	<p>Physical contact between two individuals, which is harmful, has the potential to cause injury and is disruptive to the orderly operation and safety of others within the school environment. These events are more serious than a minor incident as a larger response is required to diffuse the situation. This includes retaliation but does not self-defense actions. Physical altercation is used to describe mutual contact between two or more students engaging in the behaviors named above. Physical aggression describes one-sided physical contact named above.</p> <p><b><u>Retaliating</u></b> by hitting a person back is not self-defense and will be considered as participating in the physical altercation.</p> <p><b><u>Self-defense</u></b> is described as an action taken to block an attack by another person or to shield yourself from being hit by another person.</p> <p>Repeated incidents of major physical altercations may be moved to a Level IV violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b><i>Possession of Contraband Material</i></b></p>	<p>Possession and/or distribution of materials or items, other than weapons or firearms, which are forbidden on school grounds. Materials are not used as a weapon.</p>

	<p>If a student realizes they are in possession of contraband material, they must immediately surrender the item to school safely. If they voluntarily surrender the item to the school before being discovered in possession or being asked about the item, administrators will work with the student to develop a support plan with less severe responses than if the student had to be confronted about the contraband.</p>
<p><b>Repeated Misconduct of a More Serious Nature</b></p>	<p>Repeated misconduct which tends to substantially disrupt the orderly conduct of school, a school function, or extracurricular/co-curricular activity.</p> <p>Includes, but is not limited to, the following repeated behaviors:</p> <ul style="list-style-type: none"> <li>--Dishonesty</li> <li>--Disruptive Use of Technology</li> <li>--Destruction of Property, Theft, or Vandalism (&lt;\$100)</li> <li>--Inciting / Instigating Disruptions</li> <li>--Physical Altercation, Minor</li> <li>--Possession of an Incendiary Device</li> <li>--Profanity, Obscenity, or Possession of Obscene Materials</li> <li>--Profanity or Obscenity Directed at Staff</li> <li>--Smoking and Other Tobacco Use</li> <li>--Intimidation / Endanger Others, Including Creating a Security or Health Hazard</li> </ul>
<p><b>Threats</b></p>	<p>A threat to cause physical harm to another person. May be repeated instances of threatening behavior or more serious than infractions for intimidation / endangering others.</p> <p>Repeated incidents of threats of harm or threats to kill another person may be moved to a Level IV violation for Repeated Misconduct of a More Serious Nature.</p>
<p><b>Unauthorized Access or Presence</b></p>	<p>Includes unauthorized presence in any area of the building or theft of staff fobs or keys to attempt entry into a building or other area / structure. Students may not enter or attempt entry into a building or other structure without permission. It is not necessary that force be used in gaining entry or that property loss occurs.</p> <p>Also includes use of any device that mimics a fob, ID, or keys to gain access to a building.</p> <p>Authorized entry with the intent to commit a crime, destroy property, or harm others may be elevated to a Level IV infraction for other serious misconduct.</p>
<p><b>Other Weapons</b></p> <p><i>Weapons in School</i> <a href="#">JECJ/JECJ-R</a></p>	<p>Possession of all weapons are prohibited. Examples of other weapons include pepper spray, mace, sharp objects, etc. Also includes repeated drawings and/or paper/cardboard type models of weapons that disrupt the learning environment. Use of any weapon that causes bodily harm will result in a Level IV infraction for weapons.</p>
<p><b>Other Serious Misconduct</b> <i>Specific Behavior Identified by Behavioral Referral</i></p>	<p>Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level II. May also include repeated instances of Level II misconduct.</p>

**Possible Intervention, Support or Consequence for Level III Behavior Concerns**

**Positive Behavior Supports**

- Counseling and redirection
- Peer Mediation
- Use of Restorative Practices
- Return of property, payment for same, or restitution for damages
- Programming and / or scheduling adjustments
- Behavior plan/contract
- Pre-expulsion agreement
- Re-entry meeting after a suspension
- Check and Connect

**Intervention/Consequence**

- Includes all interventions listed from Level I and II, including detention
- Mandatory parent / caregiver contact
- Student Services Involvement
- SBIRT and / or GAINSSIn-school suspension (3-5 days)
- Out-of-school suspension (1-5 days)
- Suspension from bus (1-10 days)
- Expulsion from bus (for bus-related offenses)
- Possible involvement of School Resource Officer with caregiver contact
- Temporary or permanent removal from participation in extracurricular or co-curricular program or activity

**A functional behavior analysis (FBA) is mandatory when there are three or more violations of Level III or higher within a semester. FBA will be completed by the school team within 5 days of latest incident. The FBA may lead to the creation of a behavior intervention plan (BIP).**

**Level IV – Behavioral Responses - Administrator Managed; Parent/Caregiver Contact is Required**

**Level IV** acts of misconduct are the most serious. **Any Level IV act may result in consideration of a 5-day out-of-school suspension and/or consideration for a recommendation for expulsion\*\*.** *All disciplinary actions are subject to administrative discretion.*

If a student commits an offense or offenses that are serious enough to warrant expulsion, parents/caregivers will be referred to School Board Policy/Procedure [JG/JG-R](#). Expulsion from school means being removed from school for a very long period of time, possibly until the age of 21. Rights and privileges of attending class and other school functions are removed by School Board action.

**\*\* If expulsion is recommended, a pre-expulsion hearing will be held with a District Administrator within 5 days of the referral.**

Infraction	Definition
<b>Arson</b>	Students may not intentionally damage or attempt to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and matches are included in this category if they are factors in a damaging fire.

<p><b>Battery</b></p>	<p>Physical contact between two or more individuals which causes bodily injury. This is disruptive to the orderly operation and safety of others within the school environment. These events are more serious than “physical altercation” as a larger response is required to diffuse the situation. These incidents result in bodily injury. These incidents may or may not have police involvement. This includes retaliation but does not self-defense actions.</p> <p><b><u>Retaliating</u></b> by hitting a person back is not self-defense and will be considered as participating in the physical altercation.</p> <p><b><u>Self-defense</u></b> is described as an action taken to block an attack by another person or to shield yourself from being hit by another person.</p>
<p><b>Destruction of Property, Theft, or Vandalism (\$300 or more)</b></p>	<p>The willful or malicious destruction of school system property or the property of others. Also includes taking the property of another person without their permission.</p>
<p><b>Drugs, Alcohol, Paraphernalia</b></p> <p><i>Alcohol and Other Drug Use by Students</i> <a href="#">JHCH/JFCH-R</a></p> <p><i>Searches of Property</i> <a href="#">JFH</a></p>	<p>Students are prohibited from the manufacture, sale, purchase, transportation, possession, consumption, or being under the influence of intoxicating alcoholic beverages.</p> <p>Students are prohibited from the manufacture, sale, purchase, transportation, possession, consumption, or being under the influence of any illegal or illicit drugs or any other substance capable of modifying mood or behavior. The possession of drug paraphernalia is also included. This includes prescription drugs not prescribed to the possessor or user.</p> <p>This section also includes all drug-related vape products or vape products of unknown composition. This prohibition extends to possession of any substances that are presented as alcohol or any other drug and any behavior that may imitate or mimic drug or alcohol use. Any drug, alcohol, or paraphernalia infraction may result in being suspended for 3-5 days with the consideration of a recommendation for expulsion.</p>
<p><b>False Fire Alarm or 911 Call</b></p>	<p>The willful and/or malicious activation of a fire alarm system. Also includes the willful and/or malicious reporting of a false emergency, including a fire, medical emergency, school safety threat, or any other incident that would involve a response from law enforcement, emergency medical providers, or fire department.</p>
<p><b>Firearms, Dangerous Weapon, and Other Weapons</b></p> <p><i>Weapons in School</i> <a href="#">JFCJ/JECJ-R</a></p>	<p>The possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, BB guns, zip, pistol, revolver, rifle, or airsoft, pellet gun, shotgun, and/or destructive devices.</p> <p>This also includes any student who possesses, uses, simulates use of, or stores a weapon or a look-alike weapon or explosive on school property, on school buses, or at any school-related event. The student shall be suspended for 1-15 days and referred for expulsion. In addition to firearms, this includes the use of pepper spray, mace, sharp objects, etc to cause harm.</p> <p>It is the policy of the Sun Prairie Area School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Possession, use or storage of a weapon on school property, on school buses, in school vehicles, or at any school related event is prohibited. This prohibition does not apply to law enforcement officers discharging their official duties who are armed in the line of duty. In addition, the building administrator may allow weapons in the building for purposes of demonstrations or educational presentations in accordance with established procedures.</p> <p>No one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses or at any school sponsored function. Play productions and/or starting pistol used at a track meet may be allowed.</p> <p>Students, employees and other persons violating this policy shall be subject to disciplinary actions and referral to law enforcement officials in accordance with established procedures.</p> <p>This policy and its implementing procedures shall be published annually in the student and family handbooks. Staff and other employees will be informed at the building level.</p>

	<p><b>Weapons:</b> Weapons means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are guns, knives, clubs, metal knuckles, nunchaku, throwing stars, explosives, stun guns, and ammunition.</p> <p><b>Toy or Imitation Weapons:</b> Toy or imitation weapons include, but are not limited to, water guns, poppers, caps, non-working replicas of weapons and war souvenirs.</p> <p><b>BB Guns:</b> BB guns will be classified depending on propulsion method and bore size. All BB guns, including air guns / “airsoft guns,” are prohibited. BB guns that expel a projectile by the action of an explosive and have a bore of more than half an inch in diameter will be classified as firearms.</p>
<p><b>Harassment, Discriminatory</b></p> <p><i>Discrimination/Harassment</i> <a href="#">JB/JB-R</a></p>	<p>Second or succeeding incident of any physical or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person’s sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. This may include hate speech.</p> <p><b>Hate Speech:</b> Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on age, sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation including transgender status, gender expression, gender identity, gender nonconformity, or change of sex, physical, mental, emotional or learning disability, or handicap.</p> <p>See definitions in Level III Harassment, Discriminatory for more information.</p>
<p><b>Physical Aggression Directed at Staff</b></p>	<p>Intentional physical contact with a staff member, which is intentional, harmful, has the potential to cause injury and/or is disruptive to the school environment.</p>
<p><b>Repeated Misconduct of a More Serious Nature</b></p>	<p>Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, school function, or extracurricular/co-curricular program or activity.</p> <p>Recommendations for expulsion relative to repeated misconduct must be based on documented referrals and a variety of intervention strategies. Most often, but not always, law enforcement is involved.</p> <p>Includes, but is not limited to, the following repeated behaviors:</p> <ul style="list-style-type: none"> <li>--Bullying / Cyberbullying / Hazing</li> <li>--Destruction of Property, Theft, or Vandalism (\$100-\$300)</li> <li>--Major Disruption</li> <li>--Gross Insubordination / Repeated Defiance</li> <li>--Harmful Use of Technology with Distribution</li> <li>--Physical Altercation, Major</li> <li>--Threats</li> </ul>
<p><b>School Safety Threat, including Bomb Threats</b></p> <p><i>Bomb Threats</i> <a href="#">EBCC/EBCC-R</a></p>	<p>Making a threat that endangers the safety or wellbeing of others at school or at a school sponsored event. This includes threats made verbally, in writing, or electronically (such as social media).</p> <p>Also includes intentionally making any communication, potential threat or false report which has the effect of threatening an explosion. The threat is made to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity; to the person in or on that property or attending the function.</p> <p>This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school system property or at a school function or extracurricular/co-curricular activity.</p>

<p><b><i>Sexual Offenses - Consensual</i></b></p>	<p>Sexual conduct of any kind is prohibited on school grounds and at all school activities. Sexual offenses include consensual conduct as well as any willful and/or deliberate act, behavior, or conduct intended to instill fear/humiliation in another person and/or result in sexual gratification for the aggressor, or any acts, lewd or lascivious in nature; and unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking.</p> <p><b><u>Sexting</u></b>: The production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude or semi-nude photographs, via cellular telephone, “apps” or the internet.</p> <ul style="list-style-type: none"> <li>● SPASD has determined that “sexting” is disruptive to the school climate and is a form of harassment, intimidation, and bullying.</li> <li>● SPASD believes that “sexting,” like other disruptive behaviors, is conduct that disrupts both a student’s ability to learn and SPASD’s ability to maintain a safe and nurturing environment.</li> <li>● Accordingly, sexting will not be tolerated because such conduct is inconsistent with district efforts to create a safe and civil environment conducive for student learning and high academic achievement, and because it can lead to more serious violence.</li> <li>● Behavior Expected from Students: All students are expected to refrain from any and all conduct involving sexting. Students are expected to conduct themselves in a manner where proper regard is given to the rights and welfare of other students, the educational purpose underlying all school activities and care of school facilities and equipment consistent with the student’s code of conduct.</li> <li>● Sexting shall not be tolerated on school property, on school buses, or at any school sponsored function.</li> <li>● Students who become aware of an act of sexting shall report such conduct the same day to a Dean, Counselor, Social Worker, or Administrator.</li> <li>● Sexting that takes place outside of the school environment that impacts the learning environment at SPASD will also be considered a violation of the Code of Conduct.</li> </ul>
<p><b><i>Sexual Offenses - Non-Consensual</i></b></p>	<p>Sexual conduct of any kind is prohibited on school grounds and at all school activities. Non-consensual sexual offenses include any willful and/or deliberate act, behavior, or conduct intended to instill fear/humiliation in another person and/or result in sexual gratification for the aggressor, or any acts, lewd or lascivious in nature; and unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure, including streaking where consent was not given by other participants</p> <p><b><u>Sexual Assault</u></b>: Sexual contact that usually involves force upon a person without consent or is inflicted upon a person who is incapable of giving consent (as because of age or physical or mental incapacity) or who places the assailant in a position of trust or authority.</p> <p><b><u>Sexual Harassment</u></b>: Persistent or severe acts of a sexual nature. Includes unwelcome sexual or gender based conduct (either physical or verbal) and/or conduct of a sexual nature which is severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment. Harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.</p>
<p><b><i>Other Serious Offenses</i></b></p>	<p>Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include hate crimes or unauthorized access with intent to commit a crime. Law enforcement often becomes involved in the situation.</p>
<p><b><i>Possible Intervention, Support or Consequence</i></b></p> <p><b><u>Positive Behavior Supports</u></b></p> <ul style="list-style-type: none"> <li>● Counseling and redirection</li> <li>● Peer Mediation</li> <li>● Use of Restorative Practices</li> <li>● Return of property, payment for same, or restitution for damages</li> <li>● Programming and / or scheduling adjustments</li> <li>● Behavior plan/contract</li> <li>● Re-entry meeting after a suspension</li> </ul>	

- Pre-Expulsion Agreement or Expulsion Abeyance Agreement
- Check and Connect

#### **Intervention/Consequence**

- Includes all interventions listed from Level I, II and III
- Mandatory parent / caregiver contact
- Possible Police Involvement
- Student Services Involvement
- In-school suspension (3-5 days)
- Out-of-school suspension (1-5 days)
- Suspension from bus (1-10 days)
- Expulsion from bus (for bus-related offenses)
- Possible police contact
- Temporary or permanent removal from participation in extracurricular or co-curricular program or activity
- SBIRT and / or GAINSS
- Pre-Expulsion Contract
- Recommendation for Expulsion
- Recommendation for outside of school assessments

**A functional behavior analysis (FBA) is mandatory when there are three or more violations of Level II or higher within a semester. FBA will be completed by the school team within 5 days of latest incident. The FBA may lead to the creation of a behavior intervention plan (BIP).**

**Note:** WI Statute 120.13 requires consideration of expulsion for at least one year for possession of a firearm while at school or under school supervision