

Students will be written up and referred to the office **ONLY** after two interventions have been put into place on Level One and Two Offenses. A cumulative sheet will be kept on each student in his/her discipline file in the SMS office by the principal and/or the principal's representative.

**\*\*SEE ATTACHED SHEET FOR SPECIFIC OFFENSES**

### **LEVEL ONE OFFENSES**

**First Discipline Referral:** Conference with student by Mrs. Cole or her representative

**Second Discipline Referral:** Call home by **teacher or office personnel**

**Third Discipline Referral:** Student goes to Grade Level Teacher Meeting (PLC)

Referrals mailed home/ Conference with Parent/s;

Possible Internal Suspension

**Fourth Discipline Referral:** Internal Suspension

**\*\* Repeat offenders will go to THREE DAYS INTERNAL AND THEN  
AUTOMATIC Outside School Suspension.**

**\*\*Repeat offenders may be referred for a MEDIATION hearing through the assistant prosecutor's office.**

**\*\*\*\*STUDENTS RECEIVING INTERNAL SUSPENSION FOR EVEN ONE DAY  
DURING THE NINE WEEKS PERIOD WILL NOT BE PERMITTED TO:**

1. ATTEND SPECIAL PROGRAMS/PRESENTATIONS
2. DO ANNOUNCEMENTS OR BE EXCUSED FROM CLASS FOR SPECIAL PRIVILEGES

### **LEVEL TWO OFFENSES**

**First Discipline Referral** - Phone call home/ conference with teachers and Mrs. Cole

**Second Discipline Referral** - Internal Suspension (number of days to be determined by incident or number of times in internal previously served)

**Third Discipline Referral** - After three internal days – automatic external suspension

**\*\*\*\*SEE NOTE BELOW\*\*\*\***

**\*\*Repeat offenders may be referred for a MEDIATION hearing through the assistant prosecutor's office.**

### **LEVEL THREE OFFENSES**

Immediate internal or external suspension with phone call home - MAY be referred for possible exclusion from school for the rest of the year or alternative school setting.

**\*\*Student WILL be referred for a MEDIATION hearing through the assistant prosecutor's office.**