

GREENWICH TOWNSHIP ADMINISTRATIVE DISCIPLINE GUIDELINES

Classroom teachers are responsible for maintaining control in the classroom and following assertive discipline procedures. The following are disciplinary Principal's Office Guidelines and Procedures developed for students in Grades K-8. These are to be reviewed by the homeroom teachers with students at the beginning of each school year and periodically throughout the school year. The Principal or his/her designee may use these guidelines and procedures in moderation to maintain a safe learning environment for everyone. These guidelines are to be reviewed annually.

-NOTE: At the administration's discretion, any of the following steps (Penalty, A, B, C, D) may be used singly or in combination to deal with the disruptive pupil.

Abbreviations: RS= Restricted Study OSS=Out of School Suspension STARS=STARS Committee CST=Child Study Team

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Cut Teacher/Office Detention – 5-8	1 st and 2 nd Offense – 2 Detentions	3 rd + Offense – Parent Conference 2-4 Detentions		
Walk Out of Class/Homeroom – 5-8	1 st Offense – 2 Detentions	2 nd Offense – 1 day OSS	3 rd + Offense – 3 days OSS	
3 Lateness to School/Class 5-8	1 st Offense – 1 Lunch Detention	2 nd Offense – 1 Detention	3 rd Offense – 2 Office Detentions	4 th Offense – Parent Conference Counseling 2 Detentions
Cutting Class	1 st Offense – 1 Week Lunch Detention	2 nd Offense – 1 Week Lunch Detention Parent Conference	3 rd + Offense – 1+ days OSS Parent Conference	
Truancy	1 st Offense – Parent Conference 1 Week with Lunch Detention	2 nd - 4 th Offense – Parent Conference 3 Detentions	3 rd Offense – File Legal Complaint	
Uncooperative Behavior/Disrespect/ Disruptive/Profanity	1 st + Offense – Detention OSS Parent Conference			
Inappropriate Behavior	1 st Offense – 1-5 Lunch Detention	2 nd + Offense – 1-3 Detention		

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Harassment, Intimidation and Bullying	1st + Offense BOE Action Parent Conference Counseling Lunch Detention OSS Legal Action Police Involvement			
Wearing Improper Clothing in School	1st Offense – Change Clothing Parent Conference Detention	2nd Offense Change Clothing Parent Conference Detention	3rd Offense – 1 day OSS Parent Conference	4th Offense – 2 days OSS Parent Conference
Possession and/or Use of Electronic Devices	1st Offense – Confiscation of Item, must be picked up in Office by Parent Detention	2nd Offense – Confiscation of Item 2 Detentions	3rd + Offense – Confiscation of Item 1 day OSS	
Forging, Falsifying or Altering School Records or Documents, Cheating/Gambling	1st Offense – Parent Conference 2 Detentions	2nd + Offense – 2 day OSS		
Violation of Internet Rules	See Internet Policy			
Obscene/Indecent Behavior Directed at an Individual Possession of Obscene Material	1st + Offense – BOE Action Parent Conference 1-9 days OSS Legal Action Police Involvement			
Inappropriate Behavior on School Bus	1st Offense - 1 Lunch Detention to 3 Days Bus Suspension Parent Conference	2nd Offense – 1-5 Day Bus Suspension	3rd Offense – 1 Month Bus Suspension	4th Offense – Exclusion from Bus
Insubordination	1st Offense – 1-3 day OSS Parent Conference	2nd + Offense – Parent Conference 1-9 day OSS		

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Smoking/Possession of Tobacco Products	1 st + Offense – Confiscation Parent Conference BOE Policy 1-10 day OSS BOE Action Legal Action			
Fighting	1 st + Offense 1-10 days OSS Parent Conference Counseling Legal Action Police Involvement			
Incitement/Instigation/Rumor Spreading	1 st + Offense – Lunch Detention Parent Contact Detention OSS			
Physical Assault	1 st + Offense – Legal Action BOE Action 1-10 days OSS Parent Conference Police Involvement			
Vandalism/Stealing	1 st Offense – Restitution/Repairs Parent Conference Detention/OSS Legal Action Police Involvement			
Use Or Possession of Alcoholic Beverages or Drugs on School Property or Drug Paraphernalia without Controlled Dangerous Substance	1 st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy BOE Action Legal Action Police Involvement			

OFFENSE	PENALTY A	PENALTY B	PENALTY C	PENALTY D
Possession of Weapons, Knives or Explosives, or Simulated Weapon	1st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement			
Arson, Fireworks/ Smoke bombs	1st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement			
Threatening Actions Promoting an Unsafe Environment	1st Offense – 1-10 day OSS Memorandum of Agreement & See BOE Policy Zero Tolerance Policy BOE Action Legal Action Police Involvement			
Inappropriate Display of Affection	1st Offense - Parent Conference 1-3 Day Detention	2nd Offense – Parent Conference 1- 3 Day OSS		
Slurs Regarding Race, Color, Creed, and Social Orientation	1st Offense - Parent Conference 1-10 day OSS			