



# **Palmetto Achievement Center for Excellence Academy**

## **Educator Behavior Guidelines 2023-2024**

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## Level 1 Incidents – Handled by Teacher or Staff Member

Misbehavior	Procedures	Interventions/ Disciplinary Action
<p><b>Definition:</b></p> <p>Student behavior that disrupts orderly classroom/school procedures or violates classroom or school rules but is not directed at himself/herself, another person, or property.</p> <p><b>Examples may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Talking during instruction</li> <li>• Lying</li> <li>• Failure/Refusal to do work (automatic lunch &amp; learn session)</li> <li>• Sleeping in class</li> <li>• Being out of seat</li> <li>• Using headphones and/or chromebooks during undesignated time</li> <li>• Cellphone use in class</li> <li>• Doing work for someone else</li> <li>• Cursing or using profanity (not directed at a specific person)</li> <li>• Being in unauthorized area</li> <li>• Minor Personal Displays of Affection (hand-holding, hugging, etc)</li> </ul>	<p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Staff member will take immediate action to address the misconduct.</li> <li>2. Parent/Guardian will be informed of misconduct.</li> <li>3. A record of interventions and disciplinary action will be maintained by the teacher/staff member.</li> </ol>	<p>Interventions/disciplinary actions may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent/Guardian conference</li> <li>• Isolated work time</li> <li>• Time-out</li> <li>• Isolated lunch <b>or</b> recess time</li> <li>• Lunch <b>or</b> Recess detention</li> <li>• Temporary loss of privilege, equipment, items, or activities</li> </ul>

Teachers and staff members must keep records of all Level-1 offenses.

Upon the accumulation of the 5<sup>th</sup> level 1 offense, the teacher/staff member will document in Educator Handbook as “accumulation of level 1s” which will result in a level 2 disciplinary action.

Level 1 offenses start over each 9-weeks.

## Level 2 Incidents – Handled Discipline Coordinator or Designee

Misbehavior	Procedures	Interventions/ Disciplinary Action
<p>Definition:</p> <p>Student behavior that is disruptive and/or aggressive and is directed at himself/herself, another person, or property.</p> <p>Examples may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Disruptive behavior directed at a specific person or property</li> <li>• Defacing/damaging school property under \$25 worth of damage</li> <li>• Theft and/or possession of stolen property under \$25</li> <li>• Refusal to give up cellphone</li> <li>• Refusal to obey personnel</li> <li>• Walking out of class without teacher permission</li> <li>• Personal Displays of Affection (more than minor incidents)</li> <li>• Being in an unauthorized area/Cutting class</li> <li>• Aggressive behavior toward or threatening another student</li> <li>• Being blatantly disrespectful or disobedient to a staff member</li> <li>• Forgery</li> <li>• Inappropriate use (not obscene) of chromebooks</li> <li>• Teasing or mean comments directed toward a person (not racial or sexual in nature)</li> <li>• Aggressive horseplaying</li> <li>• Cursing or using profanity (directed at a specific person)</li> </ul>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Staff member will take immediate action to address the misconduct.</li> <li>2. Staff member will use classroom walkie-talkie to radio front office for assistance with level 2 offense.</li> <li>3. If necessary, student will be escorted to front office by an adult (no student escorts).</li> <li>4. Teacher/Staff member will record level 2 incident in Educator Handbook.</li> <li>5. Discipline Coordinator or designee will contact Parent/Guardian to inform of misconduct and issue intervention/disciplinary action.</li> <li>6. Interventions/disciplinary actions will be maintained in Educator Handbook.</li> </ol>	<p>Interventions/disciplinary actions may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent/Guardian conference</li> <li>• Lunch <b>and</b> Recess detention</li> <li>• Temporary loss of privilege, equipment, items, or activities</li> <li>• Work detail (if approved by parent. Ex: threw food in cafeteria = clean up mess)</li> <li>• In-School Suspension 1-3 days</li> <li>• Out-of-School Suspension 1-3 days</li> <li>• After School Detention</li> </ul> <p><b>**Accumulation of 3 level 2s = referral to administrator for level 3 intervention/disciplinary action.**</b></p>

**\*\*Accumulation of 3 level 2s = referral to administrator for level 3 intervention/disciplinary action.\*\***

## Level 3 Incidents – Handled School Administrator

<b>Misbehavior</b>	<b>Procedures</b>	<b>Interventions/ Disciplinary Action</b>
<p>Definition:</p> <p>Student behavior that is extremely disruptive, aggressive, and/or illegal. (Law enforcement will be contacted if appropriate.)</p> <p>Examples may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Possession of Tobacco</li> <li>• Bullying (3 or more incidents directed at the same person to qualify as bullying)</li> <li>• Fighting</li> <li>• Defacing/damaging school property over \$50 worth of damage</li> <li>• Theft and/or possession of stolen property valued more than \$50</li> <li>• Committing sexual harassment</li> <li>• Using Racial Slurs</li> <li>• Obscene use of chromebook</li> <li>• Gross disrespect or disobedience to a staff member, using profane or disrespectful language or gestures</li> <li>• Possessing a look-a-like weapon that does not violate state law</li> <li>• Extorting and/or blackmailing a student or staff member</li> <li>• Aiding, abetting, or concealing any of the above behaviors</li> </ul>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Staff member will take immediate action to address the misconduct/request assistance. (Staff member will use classroom walkie-talkie to radio front office for assistance with level 3 offense.)</li> <li>2. If necessary, student will be escorted to front office by an adult (no student escorts).</li> <li>3. School Administrator will confer with staff member and take immediate action to address the misconduct.</li> <li>4. School Administrator will record level 3 incident in Educator Handbook along with a record of interventions and disciplinary actions taken.</li> <li>5. School Administrator will contact Parent/Guardian to inform of misconduct and issue intervention/disciplinary action.</li> <li>6. Due process procedures will be followed.</li> </ol>	<p>Interventions/disciplinary actions may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• In-School Suspension 1-3 days</li> <li>• Out-of-School Suspension 1-3 days</li> <li>• After School Detention</li> </ul>

## Level 4 Incidents – Handled by School Administrator

Misbehavior	Procedures	Interventions/ Disciplinary Action
<p>Definition:</p> <p><b>Criminal Behavior (Aggravated)</b></p> <p>Examples may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Blackmailing, threatening, harassing/hazing, or intimidating a student or staff member by one or more students</li> <li>Making a bomb threat, pulling a fire alarms, or making false 911 call</li> <li>Possession, consumption, use, or under the influence of alcohol, drugs, controlled substance, or a copy-cat substance</li> <li>Committing gross immorality</li> <li>Committing malicious vandalism more than \$75 to any piece of school property</li> <li>Committing theft and/or possession of stolen property valued greater than \$75</li> <li>Possessing a knife or look-a-like weapon that does not violate state law (not directed towards any person)</li> <li>Flagrant refusal to follow an administrative directive, such as to leave campus, submit to a search, or comply with an oral command</li> <li>Aiding, abetting, or concealing any of the above behaviors</li> </ul>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Staff member will take immediate action to address the misconduct/request assistance. (Staff member will use classroom walkie-talkie to radio front office for assistance with level 4 offense.)</li> <li>2. If necessary, student will be escorted to front office by an adult (no student escorts).</li> <li>3. School Administrator will confer with staff member and take immediate action to address the misconduct.</li> <li>4. School Administrator will record level 3 incident in Educator Handbook along with a record of interventions and disciplinary actions taken.</li> <li>5. School Administrator will contact Parent/Guardian to inform of misconduct and issue intervention/disciplinary action.</li> <li>6. Due process procedures will be followed. (If appropriate, law enforcement will be contacted.)</li> <li>7. Student will make restitution in all cases for which it is appropriate.</li> </ol>	<p>Interventions/disciplinary actions may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Out-of-School Suspension 3-10 days</li> <li>Expulsion recommendation</li> </ul> <p>Board of Directors and/or district office personnel must be notified</p>

## Level 5 Incidents – Handled by School Administrator

Misbehavior	Procedures	Interventions/ Disciplinary Action
<p>Definition:</p> <p><b>Criminal Behavior (Flagrant)</b></p> <p>Examples may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Distributing alcohol, drugs, and unauthorized controlled substances, or a copy-cat substance as defined by law or board policy</li> <li>Possessing, brandishing, pointing, or discharging a firearm, pellet gun, or any other projectile-type weapon on school property to include the school’s physical address, virtual learning environments, and/or school-sponsored events</li> <li>Setting a fire or attempting to set a fire to school property</li> <li>Committing assault and/or battery of an aggravated nature</li> <li>Sexual assault</li> <li>Possession of, brandishing, and directing a knife, brass knuckles, or other object that violates state law at another person</li> <li>Aiding, abetting, or concealing any of the above behaviors</li> </ul>	<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Staff member will take immediate action to address the misconduct/request assistance. (Staff member will use classroom walkie-talkie to radio front office for assistance with level 5 offense.)</li> <li>2. School administrator will confer with staff member and take immediate action to address the misconduct.</li> <li>3. Student will be removed from school immediately and Parent/Guardian will be notified.</li> <li>4. Administrator will confer with parents and district office personnel.</li> <li>5. Due process procedures will be followed. (If appropriate, law enforcement will be contacted.)</li> <li>6. A record of interventions and disciplinary action will be maintained.</li> </ol>	<p>Interventions/disciplinary actions may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Out-of-School Suspension 10 days <b>and</b> recommendation for expulsion</li> <li>Board of Directors and/or district office personnel must be notified</li> </ul> <p><b>Possession of any firearm, explosive, or similar device and/or possession with the intent to distribute alcohol, drugs, unauthorized controlled substances, or a copy-cat substance, will result in automatic expulsion and law enforcement will notified.</b></p>

**NOTE ON OUT-OF-SCHOOL INCIDENTS:** The PACE Board of Directors expect the school administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effort on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff, and/or administrators of the school. When assessing the impact of out-of-school behavior on the school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff, and administrators from the effects of violence, drugs, and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators should meet with the student upon his/her arrival to school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.