

# **Student Conduct and Discipline Plan**

## **PLATTEVILLE SCHOOL DISTRICT**

### **Non-Discrimination**

The School District of Platteville shall not discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap as required by s. 118.13, Wis. Statutes.

Accordingly, the Platteville School District prohibits all forms of unlawful discrimination against students, regardless of the legally-protected classification or characteristic that serves as the basis for any prohibited discriminatory conduct, policy, or practice. Discrimination complaints shall be processed in accordance with established procedures.

### **Disciplinary Actions**

Disciplinary actions which may be used by the Platteville School District to correct misbehavior include, but are not limited to: Verbal reprimand, time out/loss of privileges, student mediation, student behavior contract, office referral/written documentation, parent notification/conference, referral/intervention by student services and/or building administrator, change in instructional setting, restitution, suspension of privileges, detention., in-school suspension, referral/intervention by law enforcement, out-of-school suspension, and expulsion

### **Appeal of Suspension**

In cases where a student receives a suspension, the suspended pupil or the pupil's parent or guardian may, within 5 school days following the commencement of suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. If the school district administrator or his or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. The administrator, or the administrator's designee, shall make a finding within ten (10) calendar days of the conference.

### **Procedures for Resolving Discipline Concerns**

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher/staff member at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the District's Discipline Supervisor:

Maxwell Long, Student Services Director  
Platteville School District  
780 N. Second St.  
Platteville, WI 53818  
(608) 342-4025, [mlong@platteville.k12.wi.us](mailto:mlong@platteville.k12.wi.us)

If further assistance is needed, then parents, guardians, or students may meet with the Superintendent.

Connie Valenza, Superintendent  
Platteville School District  
780 N. Second St.  
Platteville, WI 53818  
(608) 342-4000, [valenza@platteville.k12.wi.us](mailto:valenza@platteville.k12.wi.us)

### **Weapons**

**Definitions:** A device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. (e.g. pistols, rifles, shotguns, regardless of whether exploding powder or air is used to propel its ammunition; bow and arrows; BB guns; pellet guns; brass knuckles; knives; and cutting instruments (cutting instrument refers to objects that have as their primary intended purpose being an object utilized to cut something (e.g. box cutter, carpet cutter, razor blades, straight razor, is an illustrative but not exhaustive list).

**Surrender for Safety:** A pupil who possesses a knife or other cutting instrument, weapon or object that may be used as a weapon, or other inappropriate item/material, and surrenders it to a school staff member, before being discovered in possession of said object may or may not be subject to discipline. An investigation will occur into the circumstances involving the possession and surrender of the knife or other cutting instrument, weapon or object that may be used as a weapon, or other inappropriate item/material, and a decision will be made whether to discipline the student, or not, after a consultation between the Principal and the Superintendent.

### **Serious Offenses/Serious Misbehavior**

Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, district transportation, the school, or any school-related activity and may include persistent misbehavior of **Level Two** or higher misconduct. A finding that a student has engaged in

any offense listed as an offense under **Level Three or Level Four** constitutes a finding that the student has engaged in serious misbehavior.

### **Conduct Levels/Offenses**

#### **LEVEL I MISCONDUCT**

Offenses that generally occur in the classroom and can be managed and corrected by a staff member. The building administrator(s) may manage Level I misconduct for purposes of consistency across educational environments; however, the conduct does not rise to the level of a discipline referral (Level II Misconduct) unless it is repeated or severe.

Each staff member establishes the rules for the classroom and for school-related activities. The staff member may use any of the disciplinary options listed below in maintaining classroom discipline.

#### **Level I Acts of Misconduct May Include but Are Not Limited to:**

- A. Violation of classroom/hallway, lunchroom, or recess rules or procedures established by the teacher/supervisor.
- B. Refusal to participate in classroom activities.
- C. Failure to be prepared by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
- D. Cheating-Using, submitting, or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.
- E. Forgery-Writing the name of another person or altering times, dates, grades, passes or permits.
- F. Littering-Throwing of paper, trash, or other materials on the floor inside school buildings or grounds.
- G. Profanity-Swearing, cursing, or making obscene gestures, including swearing, cursing or making obscene gestures.
- H. Dress Code- Dressing or grooming in a manner which disrupts teaching or learning. Each building will establish guidelines in their building handbook.
- I. Unexcused Tardiness-Arriving at school or class after the designated time.
- J. Verbal abuse-Willfully intimidating, insulting, or in any other manner, verbally abusing other students.
- K. Petty Theft-Stealing the money or property of another that is valued at less than \$20.
- L. Disruption-Acting in a disorderly manner that disrupts the peace of the school or any school-sponsored activity.
- M. Throwing snowballs or projectiles.
- N. Inappropriate use of legal electronic devices and other paraphernalia in the school environment.
- O. Taunting, baiting, inciting and/or encouraging a fight, disruptions or other violation of school rules.

**Intervention Options/Responses(depending on severity of the offense):**

1. Verbal correction
2. Teacher-student conference
3. Parent contact: confirm actual contact has been made with parent either via phone call or in writing
4. Student-counselor conference
5. Detention during lunch, before or after school
6. Restriction of school-bus privileges.
7. Loss of recess privileges
8. Any other appropriate disciplinary actions determined by the supervising staff member.

**Procedures:**

1. Any teacher or staff member who observes a student violating class/school rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher or staff member should discuss the misbehavior with the parent, an administrator, or support personnel.

**LEVEL II MISCONDUCT**

Offenses that are more serious in nature or a continuance of Level I misconduct. A student charged with the behaviors listed may be suspended from school for up to three days.

**Administrative Intervention:** Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher or staff member who observes a student engaged in Level II or higher misconduct will complete a discipline/referral form for the principal or other appropriate administrator. The principal or appropriate administrator will forward report to the parent or guardian.

**Level II Acts of Misconduct May Include but are not limited to:**

- A. Repeated violations of Level I.
- B. Participation in gang or gang-related activities that disrupt the school environment.
- C. Truancy.
- D. Possession/use of tobacco or tobacco products/devices including but not limited to cigarettes, electronic cigarettes, electronic smoking devices, smokeless tobacco, and cigars.
- E. Trespassing-Being in a school building or on school grounds without permission or refusing to comply with a request to leave school premises.
- F. Insubordination-Knowingly and blatantly refusing to comply with instructions of school authorities.
- G. Profanity/verbal abuse/obscene gestures - profane or obscene language, written or verbal, or obscene gestures, directed toward school personnel or any other adult member of the school community.
- H. Bullying/Harassment (e.g., directed towards a protected class) that is written, verbal or physical).
- I. Hitting, pushing, tripping, shoving, kicking, spitting, biting, or other acts of inappropriate physical aggression directed at another student.

- J. Use of a firecracker or other minor incendiary devices.
- K. Theft-Stealing the money or property of another that is valued at no less than \$20 and no more than \$100.
- L. Pornography – Possessing pornographic material or observing pornographic material.
- M. Engaging in or participating in any way in a non-violent act of intimidation, disruption, coercion, or extortion, as part of a gang, cult or other social group that disrupts the school environment.
- N. Major academic dishonesty – Cheating or forgery on major assessments or papers.
- O. Misuse of a personalized or district electronic device while under supervision of school authorities.

**Intervention Options/Responses (depending on severity of the offense):**

- 1. Parental contact by phone and written or oral notification to parent or guardian
- 2. Required administrator/student/parental conference
- 3. Placement in in-school suspension
- 4. Detention during lunch, before or after school
- 5. Loss of recess privileges.
- 6. Exclusion from extracurricular reward activities, such as field trips, and commencement exercises/award ceremonies
- 7. Removal/Suspension of school transportation privileges
- 8. "Behavior" or "conduct" contracts
- 9. Suspension for up to three school days per occurrence

**Level A suspension:** suspension from school for the remainder of the school day.

Conditions: Level A suspension are utilized when the student’s behavior constitutes a breach of the district discipline code, and in-school procedures have failed to remediate the problem or seem inadequate to resolve the problem, and the behavior does not constitute a serious threat to the student's or other' physical safety which would merit a more serious sanction.

**Level B suspension:** Suspension from school for one or more days, but not to exceed three days.

Conditions: Level A suspensions have been utilized in the past, and/or the student's behavior is so disruptive to the school's purpose that a Level A suspension is not appropriate, and the behavior does not constitute a serious threat to the student's or others' physical safety which would merit a more serious sanction.

- 10. Any other appropriate disciplinary actions determined by the administration

**Procedures:**

- 1. Referral to administrator by written report.
- 2. Administrator confers with student and/or teacher to establish appropriate action.
- 3. Written or oral notification of action is sent to parent. Notification is sent to the teacher or staff member indicating action taken.
- 4. Discipline Referral Form is retained by the administrator.

### **LEVEL THREE MISCONDUCT**

Offenses that seriously disrupt the educational process/environment in the classroom, in the school, or at school-related activities. A student charged with the behaviors listed may be suspended from school for up to five days and may be recommended for expulsion or alternative placement.

#### **Level III Acts of Misconduct May Include but are not limited to:**

- A. Repeated of Level II misconduct.
- B. Volatile Acts – Disruption of school, or a school activity held off school premises, by use of violence, force, coercion, threat or disorderly conduct.
- C. Illegal Conduct – Offenses that constitute criminal conduct under federal, state or city laws and/or which are life or health threatening.
- D. Sexual Assault – Intentional touching, either directly or through clothing, by the use of any body part or object of another person if done for the purpose of sexually degrading the other person, or sexually arousing or satisfying the perpetrating pupil
- E. Arson – Setting fire, or attempting to set fire.
- F. False Alarms – Intentionally activating the school’s fire and/or other alarm systems, reporting a fire when no fire exists, or making a false alarm call to 911.
- G. Possession of munitions, mace, pepper gas or other dangerous substances.
- H. Engaging in or participating in any way in physical acts of violence.
- I. Fighting- engaging in mutual acts of physical contact.
- J. Serious threats to staff or students. (Intentionally engaging in conduct that places the staff member or student in reasonable apprehension of bodily harm; includes verbal or written statements.)
- K. Repeatedly engaging in conduct by a student at least 16 years old who disrupts the ability of school administrators to maintain order or an educational atmosphere (per state law).
- L. Vandalism – Destruction or defacing of school property or equipment; staff property or equipment; student property or equipment; or the property or equipment of others who are on the premises of the school, or have left their property or equipment on school premises.
- M. Possession of an imitation controlled substance.
- N. Possession of a look-alike weapon.
- O. Any other inappropriate act which directly or indirectly jeopardize the property, health or safety of school personnel or other student.
- P. Possession of alcohol or being under the influence of an alcoholic beverage.
- Q. Major Theft – Stealing the money or property of another that is valued at more than \$100.
- R. Making a bomb threat, or threatening to set off an explosive device when the pupil does not actually have a bomb or explosive device, and where there was no significant safety risk or loss of instructional time.
- S. Consensual Sexual Activity – Participation in consensual sexual conduct, or other inappropriate consensual sexual contact.
- T. Using an object to threaten to cause harm to another, intending to use an object to cause harm to another, attempting to use an object in an effort to cause harm to another, or using an object to cause harm to another.
- U. Serious misuse of District’s Computer System or internet usage policy, or district-issued electronic device.
- V. Verbal, written and non-verbal threats to a staff member or student where there is no imminent

danger of bodily harm.

W. Indecent Exposure.

X. Facilitating a transaction or being an intermediary in a transaction of a controlled substance where no possession of a controlled substance or proceeds from a controlled substance transaction occurs.

**Level III Intervention Options/Responses(depending on severity of the offense):**

1. Parental contact by phone and written or oral notification to parent or guardian
2. Required administrator/student/parental conference
3. In-school suspension
4. Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
5. Removal of school transportation privileges
6. "Behavior" or "conduct" contracts
7. Suspension for up to five school days per occurrence

**Level B suspension:** Suspension from school for one or more days, but not to exceed three days.

Conditions: Level A suspensions have been utilized in the past, and/or the student's behavior is so disruptive to the school's purpose that a Level A suspension is not appropriate, and the behavior does not constitute a serious threat to the student's or others' physical safety which would merit a more serious sanction.

**Level C suspension:** Suspension from school for four days but not to exceed five.

Conditions: The student's behavior constitutes a serious threat to the student's or others' physical safety.

8. Recommendation for Alternate Educational Placement/Expulsion
9. Any other appropriate disciplinary actions determined by the administration

**Level III Procedures:**

1. Referral to administrator by way of written report not to exceed one page in length
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. Discipline Referral Form is retained by the administrator.

**LEVEL IV MISCONDUCT**

**Grades 7 through 12:** A student charged with the behaviors listed shall be suspended for five days and shall be recommended for an expulsion hearing/alternative placement with Platteville School Board.

A. Possession of a Weapon

- B. Possession of drugs other than alcohol, or being under the influence of any narcotic, controlled substance or other mind-altering drug or chemical, unless legally possessed or used while under the supervision of a licensed health care provider who prescribed the substance.
- C. Intentional use of force that is unprovoked against a staff member or against a non-staff member adult who is legitimately exercising supervisory authority at school or during any school activity.
- D. Possession of a bomb or explosive device, making or causing to be conveyed a bomb threat, or threatening to set off an explosive device, which causes significant safety risk or loss of instructional time even if student is not in possession of such device.
- E. Selling or delivering a controlled substance or illegal drug whether as the seller, purchaser, or intermediary facilitating the transaction.
- F. Serious sexual assault, e.g., by use of a weapon, force, threat, or coercion.

**Grades K-6:** Elementary students who violate this Section are subject to the disciplinary action up to and including expulsion.

A. Possession of a Weapon

- Student in possession of a weapon, except a firearm, and the student neither uses or threatens to use such weapon or other cutting instrument to cause harm to another:  
Principal or designee will take the item from the student; call parent/guardian and the student may be suspended for up to three days.
- Student possesses a weapon, other than a firearm, and makes a threat of physical harm against another person.  
Principal or designee will take the, weapon, other than a firearm, call the parent/guardian. The student shall be suspended for up to five days, after consultation with the Superintendent.
- Student possesses a weapon, other than a firearm, and makes a serious threat to another person or causes physical harm to another person.  
Principal or designee will take the weapon, call the parent/guardian. The student shall be suspended for up to five days. A pre-expulsion hearing with the Superintendent of the Platteville School District shall be held. The pre-expulsion hearing will include the Elementary Principal or designee and may result in a recommendation for expulsion to the Platteville School Board.
- Student at any elementary grade level possesses a firearm regardless of whether a threat or intent to harm was indicated.



The student shall be suspended for five days and a pre-expulsion hearing with the Superintendent of the Platteville School District shall be held. The pre-expulsion hearing will include the Elementary Principal or designee and may result in a recommendation for expulsion to the Platteville School Board.

B. Possession of a controlled substance or illegal drug.

May be suspended for up to five days and may be recommended for a pre-expulsion hearing with the superintendent or an expulsion hearing with the Platteville School Board.

C. Intentional use of force that is unprovoked against a staff member

May be suspended for up to 5 days and may be recommended for a pre-expulsion hearing with the superintendent or an expulsion hearing with the Platteville School Board.

D. Bomb Threat/Possession of Explosive Device

- Making a bomb threat, or threatening to set off an explosive device, when the pupil does not actually have a bomb or explosive device, and where there was no significant safety risk or loss of instructional time.

Student may be subject to a suspension for up to five days.

- Possession of a bomb or explosive device, making a bomb threat, or threatening to set off an explosive device, which causes significant safety risk or loss of instructional time even if student is not in possession of such device.

Student shall be suspended for five days and may be recommended for a pre-expulsion hearing with the superintendent or an expulsion hearing with the Platteville School Board.

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**School District of Platteville**

**Platteville, Wisconsin**