

# School-wide Positive Behavior Support

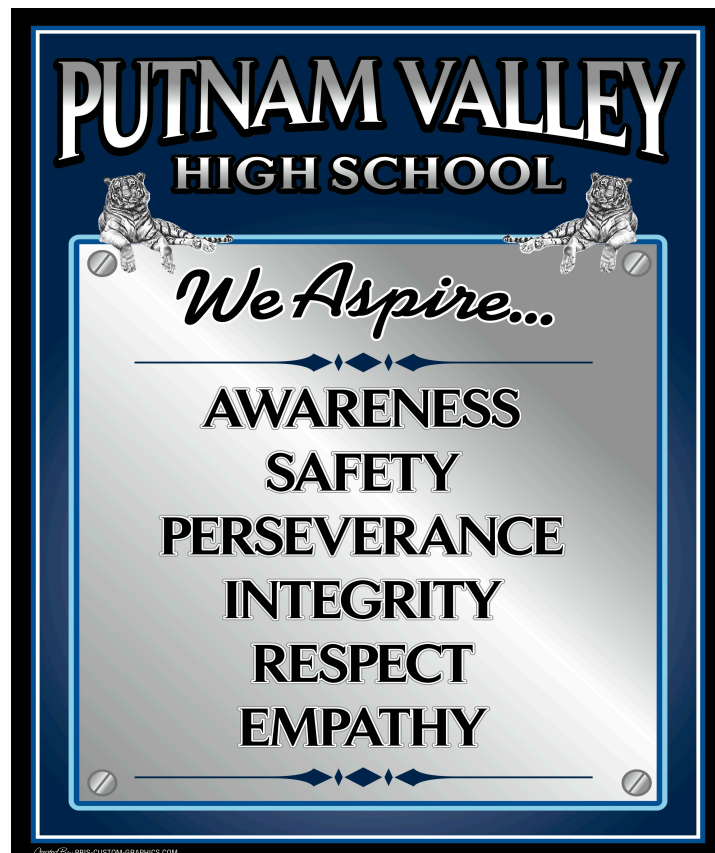
## A General Overview

The main focus of discipline at Putnam Valley High School (PVHS) is to provide a clear system for teaching all expected behaviors. While many faculty and students may have assumptions of what expected behavior is, we cannot assume that everyone's beliefs are similar. Our goal is to work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

## Proactive Approach to School-Wide Discipline

PVHS takes a team-based system approach to teaching appropriate behavior to all students in the school. PVHS has been successful in building school-wide procedures to accomplish the following:

**1. Behavior Expectations are Clearly Defined.** PVHS's Behavior Expectations Acronym is ASPIRE, which represents a small number of positive behavioral expectations. ASPIRE at PVHS is defined as follows:



**2. The ASPIRE Behavioral Expectations are Taught:** The behavioral expectations are taught to all students in the building. Acknowledging appropriate behavior involves much more than simply telling students what behaviors they should avoid but rather showing them what behaviors should look like in different settings. Specific behavioral examples are:

- Being *respectful* means raising your hand when you want to speak or get help.
- Being *safe* means walking in the hallway.
- Being *aware* means communicating using calm, clear and concrete language
- Being *empathetic* means helping others in need.

### **PBIS ASPIRE Matrix**

	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>
<b><u>AWARENESS:</u> Knowledge or perception of a situation within a given environment</b>	<ul style="list-style-type: none"> <li>- Maintain appropriate volume of speech</li> <li>- Communicate by using calm, clear, and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain appropriate volume of speech</li> <li>- Communicate by using calm, clear, and appropriate language</li> <li>- Look up from personal devices while walking</li> <li>- Be aware of personal space</li> <li>- Listen to announcements, bells, staff instruction and respond accordingly</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain appropriate volume of speech</li> <li>- Communicate using polite conversation</li> <li>- Throw away all trash</li> <li>- Clean spills or alert staff of larger spills</li> </ul>
<b><u>SAFETY-</u> promoting activities, relationships, situations free from the potential of harm.</b>	<ul style="list-style-type: none"> <li>- Maintain personal boundaries</li> <li>- Throw away trash</li> <li>- Keep floor clear of personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain personal boundaries</li> <li>- Keep floor by locker area clear of debris</li> <li>- Walk slowly</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain personal boundaries</li> <li>- Remain in designated areas</li> <li>- Keep place in line and wait turn</li> </ul>

	<ul style="list-style-type: none"> <li>- Follow individual teacher rules</li> </ul>	<ul style="list-style-type: none"> <li>- Look up from personal devices while walking</li> <li>- Close lockers when done</li> </ul>	<ul style="list-style-type: none"> <li>- Remain seated while eating</li> <li>- Ensure food is not thrown</li> </ul>
<b><u>PERSEVERANCE</u></b> - Continuing to act regardless of obstacles, setbacks, and delays.	<ul style="list-style-type: none"> <li>- Maintain a positive attitude regardless of environmental stressors</li> <li>- Review assignments and correct mistakes</li> <li>- Attend extra help sessions when necessary</li> <li>- Be willing to take academic risks</li> <li>- Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain a positive attitude regardless of environmental stressors</li> <li>- Ask for help when needed</li> <li>- If you see something, say something</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain a positive attitude regardless of environmental stressors</li> <li>- Maintain flexibility with seating</li> </ul>
<b><u>INTEGRITY</u></b> - demonstrating honesty and strong moral principles.	<ul style="list-style-type: none"> <li>- Stand up for others in need</li> <li>- Only submit original work</li> <li>- Complete all individual assignments on your own</li> <li>- Use your own thinking on tests</li> </ul>	<ul style="list-style-type: none"> <li>- Stand up for others in need</li> <li>- If someone else's property is found, bring to main office</li> <li>- Limit time spent in hallways</li> </ul>	<ul style="list-style-type: none"> <li>- Stand up for others in need</li> <li>- Wait your turn in line</li> <li>- Pay for your own food</li> <li>- Ensure food is not thrown</li> </ul>

<p><b><u>RESPECT</u> - appreciation of oneself and others.</b></p>	<ul style="list-style-type: none"> <li>- Treat personal and school property with care</li> <li>- Maintain a kind attitude when communicating with others</li> <li>- Listen to other's ideas</li> <li>- Talk when it is your turn</li> <li>- Raise your hand</li> <li>- Arrive on time</li> <li>- Complete assigned work</li> </ul>	<ul style="list-style-type: none"> <li>- Treat personal and school property with care</li> <li>- Maintain a kind attitude when communicating with others</li> <li>- Let others pass as needed</li> <li>- Say "Excuse me, please" if someone is in the way</li> </ul>	<ul style="list-style-type: none"> <li>- Treat personal and school property with care</li> <li>- Maintain a kind attitude when communicating with others</li> <li>- Say "please" and "thank you" to peers and staff</li> <li>- Throw away trash and clean table when done eating</li> <li>- Respond in a kind manner to staff members when spoken to</li> </ul>
<p><b><u>EMPATHY</u> - understanding and responding to the feelings of others</b></p>	<ul style="list-style-type: none"> <li>- Help others in need</li> <li>- Withhold negative judgment</li> <li>- Demonstrate caring for others through actions</li> <li>- Listen attentively when others are communicating</li> <li>- Respond in a positive manner to others</li> </ul>	<ul style="list-style-type: none"> <li>- Help others in need</li> <li>- Withhold negative judgment</li> <li>- Demonstrate caring for others through actions</li> <li>- Listen attentively when others are communicating</li> </ul>	<ul style="list-style-type: none"> <li>- Help others in need</li> <li>- Withhold negative judgment</li> <li>- Demonstrate caring for others through actions</li> <li>- Listen attentively when others are communicating</li> <li>- Invite those sitting alone to eat with you</li> </ul>

	- Encourage others to work to their best ability		
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**3. Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. PVHS has designed a formal system that rewards positive behaviors. “Good News Referrals” are immediate forms used by teachers to acknowledge students who exemplify positive behaviors in the classroom. “Student Spotlight” Is a recognition program that acknowledges students who ASPIRE to achieve and be kind, supportive and hard working students.

### **Good News Referrals**

Teachers receive *Good News Referral* postcards in the beginning of each school year. They are used by teachers, at their discretion, as a tool of encouragement and a student motivator. The postcards can be filled out for any student at any time of the year and are mailed home. The postcard commends students for excellent conduct as well as other specific positive classroom behaviors.

### **Student Spotlight**

The PVHS Student Spotlight program has been set up to recognize the many ways our students strive to uphold the **ASPIRE Expectations**. We ask teachers to nominate students who they feel exemplifies one or more of these areas. The following are suggested areas of nomination:

- They take full responsibility for his/her actions/work.
- They go out of his/her way to do things for others.
- They go out of their way to do a really good deed.
- They show leadership in class and/or in school.
- They demonstrate true kindness and empathy towards others.
- They eagerly participate.
- They love learning.
- They don’t give up despite difficulties.

These students are honored at quarterly celebrations where they receive recognition for the good they do to make PVHS a positive environment.

**4. Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, a clear framework is used to educate students on why their behavior was unacceptable and also to prevent similar behaviors from occurring in the future. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. However, each incident is treated on an individual basis considering the situation.

In order to manage student behavior consistently throughout classrooms at PVHS, the following **Student Behavior Discipline Charts** are used as a guide for discipline:

## ***PUTNAM VALLEY HIGH SCHOOL STUDENT DISCIPLINE CODE***

*(Pursuant to New York State Education Law Section 2801)*

### **DISCIPLINARY CODES**

**DET= Detention, Parent Phone Call**

**MPC= Mandatory Parent Conference**

**ISS= In-School Suspension,  
Parent notified via US Certified  
Mail**

**PH= Principal's Hearing**

**SH= Superintendent's Hearing**

**OSS= Out of School Suspension, Letter to  
Parent via Certified Mail, Readmit  
Conference with Administrator**

**## = May result in Police contact**

**&& = Will result in Police contact**

# TABLE 1 - DISORDERLY CONDUCT

Conduct likely to lead to a disturbance of the public peace, offends public decency, or interrupts instruction in some way.

<u>Disciplinary Offense</u>	<u>Disciplinary Action</u>		
	<u>1<sup>st</sup> Report</u>	<u>2<sup>nd</sup> Report</u>	<u>Subsequent Reports</u>
Obscenity, Profanity, Vulgarity: Abusive, obscene, vulgar or disrespectful language/gestures to another person (applicable to classroom, lunchroom, assemblies, and any and all school functions)	DET	2+ Days DET,ISS	Loss of parking spot, OSS, MPC, PH
Engaging in lewd, profane, vulgar, or abusive behavior towards faculty, staff, or peers	ISS, MPC	OSS, MPC, PH	Loss of parking spot 2-5 Days OSS, MPC, PH or SH
Willful Damage of School Property: intentional destruction of school property – graffiti, vandalism (students and their parents shall be financially responsible for all damages)	OSS, MPC, PH	2+ Days OSS, MPC, PH	Loss of parking spot 2-5 Days OSS, MPC, SH
Trespassing	##, OSS, MPC, PH	##, 2-5 days OSS, MPC, PH	&&, 5+days OSS, MPC, SH
Littering: School and/or personal (private) property	DET	ISS	OSS, MPC, PH
Violation of PVCSD “Acceptable Use Policy” for Technology / Computers / Network	Temporary Loss of computer privilege	ISD, Temp loss of computer privileges, MPC, PH	OSS, MPC,PH or SH, Loss of computer privilege for remainder of academic year
Presence in an unauthorized area	DET	ISS	OSS, MPC, PH
Misconduct while riding a school bus – excessive noise, pushing, shoving, fighting	ISS, MPC	OSS, MPC, PH	2-5 Days OSS, MPC, PH
Running in hallway, excessive noise	DET	2+ DET’s	ISS
Disrespect of neighboring property: Excessive noise, loitering, smoking, vandalism.	##, Conference with Student and parent, DET	##, Infraction becomes insubordination (see “Table 2 – Insubordination”), ISS, MPC	Loss of parking spot ##, OSS for insubordination, MPC, PH
Gambling	ISS, MPC	OSS, MPC, PH	2-5 days OSS, MPC, PH, SH
Misuse of HALLWAY PASS, an unofficial pass, or NO PASS.	DET	ISS	1-5 days ISS

## **TABLE 2 - INSUBORDINATION**

Conduct that is regarded as disobedient, noncompliant, or resistant to established authority.

<b><u>Disciplinary Offense</u></b>	<b><u>Disciplinary Action</u></b>		
	<b><u>1<sup>st</sup> Report</u></b>	<b><u>2<sup>nd</sup> Report</u></b>	<b><u>Subsequent Reports</u></b>
<i>Dress Code Violation – Willful refusal to comply with the dress code outlined in Code of Conduct, and/or obscene, profane, vulgar printing or imagery on clothing</i>	<i>Conference with student, removal/replacement of offensive clothing</i>	<i>ISS, removal of offensive clothing</i>	<i>OSS, removal of offensive clothing, MPC, PH</i>
<i>Failure to stay for assigned detention</i>	<i>2 + DET</i>	<i>ISS</i>	<i>OSS, MPC, PH</i>
<i>Lateness to Class</i>	<i>Warning</i>	<i>DET, Parental notification</i>	<i>Referral to Administration</i>
<i>Insubordination: Willful refusal to follow given directions, and/or willful refusal to express oneself in a way that is respectful and appropriate</i>	<i>DET</i>	<i>ISS</i>	<i>Loss of parking spot OSS, MPC, PH, SH</i>
<i>Cutting Class: Unexcused class absences (cutting, absent without permission or parental knowledge).</i>	<i>DET</i>	<i>ISS</i>	<i>Loss of parking spot OSS, MPH, PH</i>
<i>Truancy: Excessive absence from school for the entire school day.</i>	<i>MPC, Attendance Notification Letter,</i>	<i>MPC, PH, Attendance Notification Letter,</i>	<i>MPH, PH, Attendance Notification Letter, Possible loss of class credit</i>
<i>Leaving school without permission</i>	<i>ISS</i>	<i>OSS, MPC, PH</i>	<i>2-5 days OSS, MPC, PH, SH</i>
<i>Leaving class without permission</i>	<i>ISS</i>	<i>1-5 days ISS</i>	<i>Loss of parking spot OSS, MPC, PH, SH</i>
<i>Forgery of parental notes, signatures, or passes from school personnel.</i>	<i>ISS</i>	<i>OSS, MPC, PH</i>	<i>2-5 days OSS, MPC, PH, SH</i>



## **TABLE 3 - DISRUPTIVE CONDUCT**

Students have a right to a safe, healthy, orderly, and civil school environment. Any conduct that interferes with such an environment is considered disruptive.

<u>Disciplinary Offense</u>	<u>Disciplinary Action</u>		
	<u>1<sup>st</sup> Report</u>	<u>2<sup>nd</sup> Report</u>	<u>Subsequent Reports</u>
<i>Disruptive Behavior</i>	DET	ISS	Loss of parking spot OSS, MPC, PH, SH
<i>Inappropriate public displays of affection</i>	DET	ISS	OSS, MPC, PH

## **TABLE 4 - VIOLENT CONDUCT**

Exerting physical force with the intent to violate, injure, harm, damage, intimidate, or abuse another person or one's self.

<u>Disciplinary Offense</u>	<u>Disciplinary Action</u>		
	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>Subsequent</u>
<i>Committing an act of violence (such as hitting, kicking, punching, scratching, pulling hair, etc) upon any school district employee OR attempting to do so</i>	##, 5+ Days OSS, MPC, SH		
<i>Committing an act of violence (such as hitting, kicking, punching, scratching, pulling hair, etc) upon another student or any other person lawfully on school property OR attempting to do so.</i>	##, 5 Days OSS, MPC, PH	##, 5+ Days OSS, SH	
<i>Possessing a weapon or firearm</i>	&&, OSS, MPC, SH		
<i>Displaying what appears to be a weapon</i>	&&, OSS, MPC, PH	&&, 5+ days OSS, MPC, SH	
<i>Threatening to use a weapon</i>	&&, OSS, MPC, PH	&&, 5+ days OSS, MPC, SH	
<i>Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any person lawfully on school property</i>	##, 5 days OSS, MPC, PH	&&, 5+ days OSS, MPC, SH	
<i>Intentionally damaging or destroying school district property</i>	##, 1-5 days OSS, MPC, PH	&&, 5+ OSS, MPC, SH	
<i>##, Fighting: two or more parties <u>contributing</u> to a situation by physical action</i>	##, 1-5 Days OSS, MPC, PH	##, 5 Days OSS, MPC, PH	&&, 5+ Days OSS, MPC, SH
<i>Inciting Violence /Menacing: verbally or otherwise encouraging someone else to participate in a physical or verbal altercation.</i>	2-5 days ISS	OSS, MPC, PH	##, 2-5 days OSS, MPC, SH

## **TABLE 5A - ENDANGERMENT**

Conduct that endangers, imperils, risks, jeopardizes, or compromises the safety, morals, health, or welfare of others.

<u>Disciplinary Offense</u>	<u>Disciplinary Action</u>		
	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>Subsequent</u>
<i>Threatening Language/behavior toward school personnel</i>	1-5 Days OSS, MPC, PH	1-5 Days OSS, MPC, PH	##, 5+ Days OSS, MPC, SH
<i>Possession or release of dangerous or noxious substances (stink bombs, smoke bombs, etc.).</i>	##, OSS, MPC, PH	&&, 2-5 days OSS, MPC, SH	&&, 5+ days OSS, MPC, SH
<i>Extortion: Obtaining property or assistance through coercion.</i>	OSS, MPC, PH	2-5 days OSS, MPC, PH	##, 5+ days OSS, MPC, SH
<i>Theft: Unlawful taking of property</i>	##, OSS, MPC, PH	##, 2-5 days OSS, MPC, PH	&&, 5+ Days OSS, MPC, SH
<i>Alcohol / Controlled Substances: Possession, use, distribution, and/or under the influence (contact with police depends upon quantity)</i>	##, 1-5 Days OSS, MPC, PH, referral to Student Assistance Counselor	##, 1-5 Days OSS, MPC, PH, referral to Student Assistance Counselor	##, 5+ Days OSS, MPC, SH
<i>Tobacco/Smoking: Use of any type of tobacco product including smokeless tobacco</i>	ISS	OSS, MPC, PH	2-5 days OSS, MPC, PH
<i>Explosive Devices: Possession and/or detonation of, or threatening to use fireworks, smoke bombs, stink bombs, snappers, or other explosive/chemical device</i>	&&, 5+ days OSS, MPC, SH		
<i>False Fire Alarm / Misuse of 911 / Bomb Scare</i>	&&, 5+ days OSS, MPC, SH		
<i>Open Flame: Use of matches or a lighter on school property (unless supervised by staff member, such as use of Bunsen Burner)</i>	1 Day ISS	OSS, MPC, PH	5+ Days OSS, MPC, PH or SH
<i>Arson: Deliberate setting of a fire</i>	&&, 5+ days OSS, MPC, SH		
<i>Reckless Driving: Driving in a way that endangers people and/or property on school grounds (speeding, weaving, burning rubber, etc.).</i>	DET	ISS	Loss of parking spot OSS, MPC, PH
<i>Invasion of Privacy: by recording/transmitting information, photographs, or video</i>	##, ISS	##, OSS, MPC, PH	&&, 2-5 days OSS, MPC, PH or SH

## TABLE 5B - BULLYING

Conduct that occurs between individuals and/or groups of people and is defined by the following components:

- 1) it is an intentional, mean behavior;
- 2) it occurs repeatedly, and
- 3) it occurs in a relationship characterized by an imbalance of strength and/or power.

<u>Disciplinary Offense</u>	<u>Disciplinary Action</u>		
	<u>1<sup>st</sup> Report</u>	<u>2<sup>nd</sup> Report</u>	<u>SUBSEQUENT REPORTS</u>
<b>PHYSICAL BULLYING</b> <i>Hitting, pushing, shoving, slapping, kicking, spitting at, elbowing</i>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Detention</li> <li>• Parental Notification</li> <li>• Follow-up meeting with AP</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic ISS</li> <li>• Parental Notification</li> <li>• 3 mandated meetings with guidance counselor and student</li> </ul>	1-5 days OSS, PH, SH  Student assigned to an adult mentor
<b>VERBAL BULLYING</b> <i>Name-calling, hurtful teasing, insulting, humiliating, or threatening someone, obtaining property or assistance through coercion (ie, "If you don't let me copy your HW, I'll hurt you.")</i>			
<b>SOCIAL BULLYING</b> <i>Excluding others from "the group," or activity, gossiping or spreading rumors about others, setting others up to look foolish, making sure others don't associate with someone (ie, "the silent treatment")</i>			
<b>ELECTRONIC BULLYING</b> <i>Sending an email or phone text message or pictures to threaten someone or hurt their feelings; single out, embarrass, or make them look bad; or spread rumors about them electronically.</i>			
<b>GENDER-BASED BULLYING</b> <i>Leaving others out or treating them badly because they are a boy or a girl. Making sexist comments or jokes.</i>			
<b>SEXUAL BULLYING</b> <ul style="list-style-type: none"> <li>• Touching, pinching, or grabbing someone in a sexual way</li> <li>• Making crude remarks or spreading rumors about someone's sexual behavior.</li> <li>• Calling someone "gay" or "fag" or "lesbian" or something similar in order to upset them.</li> <li>• Making sexual gestures at someone</li> </ul>			
<b>RACIAL / CULTURAL BULLYING</b> <ul style="list-style-type: none"> <li>• Treating others differently or badly because of their culture, racial or ethnic background, or the color of their skin.</li> <li>• Saying negative things about someone's race, culture, ethnic background, or skin color</li> <li>• Calling someone by a racially or ethnically derogatory term</li> <li>• Telling racist jokes.</li> </ul>			
<b>RELIGION-BASED BULLYING</b> <i>Treating others differently or badly because of their religion, saying negative things about someone's religion</i>			

## **TABLE 5C – HARASSMENT**

Behavior that is unacceptable to and diminishes the dignity of the recipient(s), and creates an intimidating, hostile, or offensive school environment for that individual. It may involve single, sporadic, or continuing acts of intimidation, coercion, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others.

<b><u>Disciplinary Offense</u></b>	<b><u>Disciplinary Action</u></b>		
	<b><u>1<sup>ST</sup> REPORT</u></b>	<b><u>2<sup>ND</sup> REPORT</u></b>	<b><u>SUBSEQUENT REPORTS</u></b>
<b><u>RACIAL AND RELIGIOUS HARASSMENT</u></b> <i>Behavior, deliberate or otherwise, relating to race, color, ethnic or national origin, or religious affiliation that is directed at an individual or group, which is found to be offensive, objectionable, to the recipient, and which creates an intimidating, hostile, or offensive environment. Some examples include:</i> <ol style="list-style-type: none"> <li>1. Physical attack</li> <li>2. Verbal abuse, threats, derogatory name-calling, racial insults and jokes.</li> <li>3. Ridicule of an individual on racial, religious, or cultural grounds (ie, clothing, food, etc).</li> <li>4. Exclusion from normal school interactions or social events.</li> <li>5. Unfair allocation of work and/or responsibilities</li> <li>6. Racist graffiti/insignia or display of racist material</li> <li>7. Inciting others to commit any of the above</li> </ol>	<ul style="list-style-type: none"> <li>• Detention/ISS</li> <li>• Behavior contract</li> <li>• Parental Notification</li> <li>• 3 mandated meetings with guidance counselor and student</li> <li>• Follow-up meeting with AP</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic ISS</li> <li>• Parental Notification</li> <li>• 3 mandated meetings with guidance counselor and student</li> </ul>	
<b><u>SEXUAL HARASSMENT</u></b> <i>A form of sexual discrimination and involves unwanted and unwelcome attention of a sexual nature. This may be physical or verbal or involve the denigration of an individual on sexual grounds or by sexual means. Some examples include:</i> <ol style="list-style-type: none"> <li>1. Indecent assault (ie, pinching or smacking someone on their body in a private area or pulling someone's clothes that would expose a private area)</li> <li>2. Deliberate physical contact to which the individual has not consented or had the opportunity to object to (ie, fondling, kissing, hugging, etc)</li> <li>3. Offensive or derogatory language alluding to a person's private life, sexual behavior, or orientation by innuendo, jokes, or remarks.</li> <li>4. Provocative suggestions ( ie, inappropriate in a sexual nature).</li> <li>5. Pressing an individual to accept unwelcome invitations.</li> <li>6. The display of suggestive or pornographic material</li> <li>7. Unwelcome repeated telephone calls, letters, or emails</li> <li>8. Behaviors directed at individuals/groups based on sexual orientation.</li> <li>9. ANY UNWELCOME BEHAVIOR OF A SEXUAL NATURE WHICH CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE ENVIRONMENT FOR THE RECIPIENT MAY BE REGARDED AS SEXUAL HARASSMENT.</li> </ol>			1-5 days OSS, PH, SH  Student assigned to an adult mentor.
<b><u>APPEARANCE-BASED / DISABILITY HARASSMENT</u></b>			

<p>Repeated comments in respect to personal traits or appearances, practical jokes or invasion of privacy, any or all of which may cause physical or psychological distress. Some examples include:</p> <ol style="list-style-type: none"> <li>1. Making fun of someone because of his or her size, weight, height, looks</li> <li>2. Making fun of someone because of a disability</li> <li>3. Making fun of someone because of learning needs and/or disability, learning performance, and/or achievement.</li> </ol>			
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## **TABLE 5D – HAZING**

Any willful action taken or situation created, alone or acting together, which recklessly, intentionally, or through coercion endangers the physical or mental health of another. The individuals may be willing or unwilling to participate. Hazing is an activity that in some way humiliates another person who lacks the power to resist because he or she wants to be admitted to the group. It can be any action taken or situation created intentionally to produce mental or physical discomfort, humiliation, harassment, or ridicule.

<b><u>Disciplinary Offense</u></b>	<b><u>Disciplinary Action</u></b>		
	<b><u>1<sup>ST</sup> REPORT</u></b>	<b><u>2<sup>ND</sup> REPORT</u></b>	<b><u>SUBSEQUENT REPORTS</u></b>
<p><b><i>PHYSICAL ENDANGERMENT</i></b> Striking, bruising, maiming, or creating physically dangerous situations in order for the participants to gain approval/access into the groups and/or clubs as a rite of passage.</p>	<ul style="list-style-type: none"> <li>• Parental Notification</li> <li>• 3 mandated meetings with counselor and student</li> <li>• Follow-up meeting with AP</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic ISS</li> <li>• Parental Notification</li> <li>• 3 mandated meetings with counselor and student</li> <li>• Student assigned to an adult mentor.</li> </ul>	<p>1-5 days OSS, PH, SH, loss of parking spot</p>
<p><b><i>MENTAL ENDANGERMENT</i></b> Fears, embarrassment, or intimidation to gain approval/access into groups and/or clubs as a rite of passage.</p>			

## **RESPONDING TO ALLEGATIONS OF BULLYING, HARASSMENT AND/OR HAZING**

When staff or adults observe incidents of bullying, harassment, and/or hazing, the adults are mandated to respond in accordance with the PVHS Code of Conduct. Even if the recipient of the bullying, harassment, and/or hazing behaviors requests that no action be taken or reports not being bothered by the incident, the school is obligated to follow the consequences of bullying, harassment, and/or hazing as delineated in the PVHS Code of Conduct.

## **TABLE 6 - ACADEMIC MISCONDUCT**

**Definition:** Conduct that:

- a. Compromises the authenticity or originality of any academic exercise or assessment, including but not limited to, class work, homework, quizzes, exams, essays, lab reports, standardized tests, projects, and presentations.
- b. Violates copyright law.
- c. Demonstrates the intent to harm or diminish another student's academic record for the purpose of self-advancement.

<b><u>Disciplinary Offense</u></b>	<b><u>Disciplinary Action</u></b>		
	<b><u>1<sup>st</sup> Report</u></b>	<b><u>2<sup>nd</sup> Report</u></b>	<b><u>Subsequent Reports</u></b>
<b><u>Cheating:</u></b> any attempt to <u>give or obtain</u> assistance or unfair advantage in a formal academic exercise (ex. cheat sheets, looking at, copying, or paraphrasing someone else's work, using electronic or computerized technology to give or obtain information).	DET, zero for assignment	ISS, MPC, zero for assignment	OSS, MPC, zero for assignment, PH
<b><u>Plagiarism:</u></b> the adoption or reproduction of ideas or words or statements of another person without due acknowledgment (ex. cutting/pasting from the internet or a database, attributing a particularly apt phrase, quoting/paraphrasing/summarizing an author's work without citation, or "work-for-hire cheating."). It includes omitting of quotation marks when references are copied directly, improper paraphrasing, or inadequate referencing of sources.	DET, zero for assignment	ISS, MPC, zero for assignment	OSS, MPC, zero for assignment, PH
<b><u>Self-Plagiarism:</u></b> the submission of the same work for academic credit more than once without permission. For instance, submitting the same paper for credit in two different courses is an example of self-plagiarism.	DET, zero for all applicable assignments	ISS, zero for all applicable assignments	OSS, zero for all applicable assignments, MPC, PH
<b><u>Fabrication:</u></b> the falsification of data, information, or citations in any formal academic exercise (ex. making up citations to back up arguments, invent quotations, change numbers to make experiments or equations "work," make false claims about research performed, or include/exclude selective information in order to generate bogus data). It includes forgery, lying, and changing academic documents.	DET, zero for assignment	ISS, zero for assignment	OSS, zero for assignment, MPC, PH
<b><u>Deception:</u></b> providing false information to a teacher concerning a formal academic exercise (ex., taking more time on a take-home test than is allowed, giving a dishonest excuse when asking for a deadline extension, or falsely claiming to have submitted work).	2 DET	ISS	OSS, MPC, PH
<b><u>Sabotage:</u></b> preventing others from completing their work (ex. cutting/ripping pages out of library books, willfully disrupting the experiments or class work of other students, or attempting/ introducing computer viruses).	Administrative discretion depending upon circumstances of alleged situation.		

