CODE OF STUDENT CONDUCT
(August 2021)

In accordance with state legal requirements, general rules of student conduct, and responsibilities and rights have been developed and published in the student handbook as the Code of Student Conduct. The handbook is reproduced annually and made available to students, parents, and staff.

Purpose

To establish standards of student conduct and enforcement procedures designed to provide that education in The Gladys H. Oberle School be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

Rights and Responsibilities of Students

The chief purpose of the school is to help students achieve maximum development of individual knowledge, skills, and competency and to help students develop behavior patterns which will enable them to be responsible, contributing members of society. Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Positive behavior is based on respect for one's self and for the worth and dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

Every student has certain rights which must be respected; however, rights are not absolute. With every right there is a corresponding responsibility. General rules of conduct for students are established to ensure the rights and welfare of all students and are designed to prevent the disruptive few from interfering with the education of all.

1. The rights of all students and the right to an education are and shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability. Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations and the responsibility not to interfere with the education of fellow students or the orderly operation of the school.
2. Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning. Students have a responsibility to help the school staff in operating a safe school by abiding at all times by the federal, state and county laws and the policies and regulations of the school board and the school.
3. Students have the right to expect courtesy, fairness, respect, and to be free of sexual harassment from members of the school staff and other students. Students have the responsibility to respect the rights and authority of teachers, students, administrators, and all others involved in the educational process.
4. Students have a right to expect that other students and school personnel will respect their personal property. Students have the responsibility to respect personal property rights of other students, teachers, and administrators as well as the public's property, including school equipment and buildings.
5. Students have the right to freedom of expression, to address policies publicly, privately, in writing or orally. Students may advocate change in any law, policy, or regulation. Students have a responsibility to see that expressions do not interfere with the educational program. Students have a responsibility not to use obscene, slanderous, or libelous statements; not to use disruptive tactics; nor to advocate violation of the law or school regulations.

6. Students have the right to complain to school staff regarding decisions made by staff members considered not in the student's best interests. Students have the responsibility to follow the grievance procedures outlined in the student handbook.

Rules of Conduct

Acts for which students shall be disciplined, and the range of disciplinary actions which shall be imposed, (including suspension and termination from program) include, but are not limited to, the following:

1. Absenteeism (including cutting of class), unexcused or excessive; The matter shall be reported to the student's referring LEA (Local Educational Authority). Minimum of warning, including parent/guardian and other stakeholder notification, to maximum determined by the LEA (including referral to truancy officer and the juvenile and domestic relations court).
2. Alcoholic beverages and imitation alcoholic beverages including nonalcoholic beer, possession, delivery, sale, distribution, manufacture, use, or being under the influence of; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to maximum determined by LEA. The matter may be reported to the police with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. Students suspected of being under the influence may be subject to breath analysis. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
3. Arson or attempted arson; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
4. Assault and battery or attempted assault; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
5. Bomb threats or false bomb threats made against ERI personnel or involving school buses, or school property and/or property of school-sponsored work site; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
6. Bullying – the repeated use of power to control or harm others on a repeated basis to include teasing, spreading rumors, hitting, punching, shoving and cyberbullying. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter may be reported to the police, with the potential for criminal charges being filed.
7. Cheating and/or plagiarism; Minimum of receiving no credit for the work and notifying the parent to maximum of short-term suspension (up to 10 days).
8. Computer violations including trespass, fraud, invasion of privacy, and theft of services; unauthorized use of school computer and/or computer network; removal of computer data, programs, software; alteration/destruction/erasure of computer data, programs, software; intentionally causing a computer and/or computer network to malfunction; use or duplication of software in violation of law or licensing requirements; unauthorized access to any portion of computer network, restricted programs and/or computer drives; unauthorized use of school computer code(s); failure to abide by acceptable use agreement; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) and/or loss of computer and Internet privileges to maximum of termination of enrollment after review with the LEA. Additionally, the matter shall be reported to the police if the potential exists for criminal charges to be filed. Restitution for repairs will be sought if applicable.
9. Dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, etc., possession of; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum

of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.

10. Failure to submit to a search; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the police may be contacted if there is reasonable suspicion that the student is involved in illegal activities, with the potential for criminal charges being filed.
11. Defacing, vandalizing and/or destruction of school property or property of another (includes writing on walls, etc.); The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed. Restitution for repairs will be sought.
12. Detention, failure to report to; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
13. Detention, refusal of, refusal to complete assignments while in detention; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
14. Dice shooting (whether or not gambling); The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
15. Disability harassment; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
16. Disobedience to teacher or other staff member; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
17. Disrespectful behavior toward teacher or other staff member; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
18. Disruption of class, study or instruction; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
19. Dress guidelines, violation of; Minimum of being required to change attire to maximum of being sent home for the day.
20. Extortion or attempted extortion, harassment, and intimidation; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
21. Failure to clean up after yourself, refusal to complete assigned housekeeping chores; Minimum of warning to maximum of short-term suspension of 3 days or less.
22. Failure to report to school administrator's office as directed; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
23. Fighting; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
24. Fire alarm and/or fire extinguisher activation without just cause; false alarm including calling 911 to falsely indicate an emergency; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.
25. Fireworks or other explosives, including chemicals and materials which may be combined to manufacture such item, possession, distribution, manufacture, use or lighting of; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment

after review with LEA. Additionally, the matter shall be reported to the Fire Marshall and police, with the potential for criminal charges being filed.

26. Forgery of notes or passes, etc; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
27. Gambling, and/or promotion of gambling; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
28. Gang Activity; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
29. Hazing; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
30. Illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs in school vehicle, school property, or at a school-sponsored activity (including school-sponsored work experience site); The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
31. Immorality; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
32. Leaving class without teacher's permission; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
33. Leaving school grounds without proper authorization; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Police will be notified when the student is under 18 years of age.
34. Loitering on school property, including halls, restrooms, and parking lots; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
35. Loitering in vehicles in parking lots or on streets; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
36. Lying/falsehood; Minimum of a warning to a maximum of short-term suspension (up to 10 days or less).
37. Mace or like substance, possession and/or use of; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA.
38. Misuse of school property or the property of others; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
39. Molesting others; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
40. Profane or obscene language, gestures or conduct, or use of; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter may be reported to the police, with the potential for criminal charges being filed.
41. Obscene writing, pictures, or articles, or possession of; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
42. Participating in and/or instigating a fight or riot; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. Additionally, the matter shall be reported to the police, with the potential for criminal charges being filed.
43. Possessing, using, distributing, intending to sell, selling, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance other than an alcoholic beverage, including anabolic

steroids, an imitation controlled substance, and other lookalikes (placebos), marijuana, illegal drugs, intoxicants other than an alcoholic beverage, inhalant, intoxicants, or possessing, distributing, intending to sell, selling, or attempting to sell drug paraphernalia on school property, including the parking lot, in a school vehicle, or while engaged in or attending any school activity or in any manner so as to endanger the well-being of students or staff or any other type of substance abuse; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter shall be reported to the police, with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.

44. Possession, use, distribution, attempted distribution of prescription medications, over-the-counter, non-prescription medications, and/or lookalikes in conjunction with failure to provide to school staff any prescription or non-prescription medication for safekeeping and administering; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter shall be reported to the police, with the potential for criminal charges being filed. Additionally, the student may be required to undergo evaluation for drug or alcohol abuse, or both. With the recommendation of the evaluator and with the consent of the parents, the student may be required to participate in a treatment program.
45. Presentation of forged notes or passes; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
46. Profane or abusive language, use of; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
47. Publication and/or distribution of unauthorized materials including newspapers, letters, flyers and posters; Minimum of warning to maximum of short-term suspension (up to 10 days).
48. Refusal to follow directions of teacher or other staff member; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
49. Refusal to identify self properly; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
50. Removal of food from lunchroom; Minimum of warning to maximum of short-term suspension (up to 10 days).
51. Rude behavior to others; Minimum of warning to maximum of short-term suspension (up to 10 days).
52. Sexual harassment; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
53. Sexual offenses, including inappropriate public display of affection, consensual sex, indecent exposure, rape, attempted rape, non-consensual physical contact, possession of or use of pornographic materials; The matter shall be reported to the LEA. Minimum of a short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
54. Smoking or using tobacco; and the possession of any tobacco product regardless of age of student; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
55. Sleeping in class; Minimum of warning to maximum of short-term suspension (up to l0 days).
56. Tardiness, unexcused or excessive; The matter shall be reported to the LEA. Minimum of warning to a maximum including termination as determined by the LEA.

57. Theft; attempted theft, robbery, attempted robbery; The matter shall be reported to the LEA. Minimum of a short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
58. Threatening bodily harm or property damage; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
59. Threatening language or gestures, use of: The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
60. Trespassing on school property, including the parking lot, while suspended; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
61. Truancy from school; The matter shall be reported to the LEA. Minimum of warning including parent notification to maximum determined by LEA, including referral to the juvenile and domestic relations court.
62. Unauthorized entry into restricted areas; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA.
63. Use or possession of any firearm, knife, other weapon, whether armed or disarmed, or lookalike, on or near school property, including the parking lot, in a school vehicle, or while engaged in or attending any school activity unless part of the curriculum, including the use or possession of explosives or destructive devices. Weapons include, but are not limited to, any gun or object designed to propel a missile of any kind including bows; any dirk, bowie knife, switchblade, ballistic knife, razor, slingshot, spring stick, metal knuckles, blackjack, any stun weapon or taser, any flailing instrument consisting of two or more rigid parts that can be swung freely (such as nunchuck or fighting chain); any object with points or pointed blades; any imitation weapon or lookalike, including, but not limited to toy guns, etc., or any object (including imitation or lookalike) used with the intent of threatening or harming an individual; The matter shall be reported to the LEA. Minimum of a short-term suspension to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
64. Verbal abuse/cursing; The matter shall be reported to the LEA. Minimum of short-term suspension (up to 10 days) to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
65. Violence, acts of; The matter shall be reported to the LEA. Minimum of a short-term suspension to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
66. Any violation of this handbook, policies of the school board, or state law; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.
67. Any other conduct considered by the school administrator, president or board of Employment Resources Incorporated to be disruptive, disrespectful, threatening and/or presenting an immediate danger to the welfare, health, and safety of any person; The matter shall be reported to the LEA. Minimum of a warning to a maximum of termination of enrollment after review with LEA. The matter may be reported to the police, with the potential for criminal charges being filed.

The School Administrator is required to report students to the LEA for the following offenses:

1. Any attempted or actual physical injury, including "unlawful woundings", maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation, controlled substance, or an anabolic steroid while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.l, 277.0l, l8.2-308, and l8.2-308.1 of the Virginia Code) onto school property, including the parking lot, into a school vehicle, or at a training site.
6. Arson or attempted arson;
7. Destruction or damaging of school property or property of another;
8. Extortion or attempted extortion, harassment, and intimidation;
9. Fireworks or other explosives;
10. Immorality;
11. Participating in a riot;
12. Theft;
13. Gang activity;
14. Use or possession of any object (including imitation or lookalike) used with the intent of threatening or harming an individual.

The School Administrator and/or designee shall report to local law enforcement officials all incidents occurring on school property, including the parking lot and in vehicles used to transport students involving:

1. Any attempted or actual physical injury, including "unlawful woundings', maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against ERI personnel, clients or worksite supervisors while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.1, 277.0l, l8.2-308, and l8.2-308.1 of the Virginia Code) onto school property, including the parking lot, or a school vehicle
6. Any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs in a school vehicle, on school property, or at a school-sponsored activity;
7. Possession and/or use of tobacco and smokeless tobacco products by students under the age of l8;
8. Bomb threats or false bomb threats made against school personnel or involving school vehicles or school property;
9. Extortion;
10. Possession of weapons;

11. Property crimes (arson, burglary, theft, vandalism);
12. Robbery;
13. Runaways;
14. Sex offenses (indecent exposure, obscene phone calls, rape, sodomy, and child molestation);
15. Threats to do bodily harm;
16. Trespassing;
17. Use of abusive or profane language.

The School Administrator and/or designee shall notify the parent of any student involved in the following incidents regardless of whether disciplinary action was taken against student or the nature of the disciplinary action. Such notice shall only relate to the relevant student's involvement and shall not include information concerning other students:

1. Any attempted or actual physical injury, including "unlawful woundings", maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting or wounding of any person while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while in a school vehicle, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm onto school property, including the parking lot and school vehicles;
6. Any illegal conduct involving firebombs, explosive materials or devices, hoax explosive devices, or chemical bombs while in a school vehicle, on school property, or at a school-sponsored activity.
7. Bomb threats or false bomb threats made against school personnel or involving school vehicles or school property.

Disciplinary Actions for Violations of Standards of Conduct

The administrator is responsible for conducting and/or supervising a thorough investigation of any alleged student violation involving drug related crimes or violent criminal conduct, so that the administrator will be able to present a comprehensive report on such matters to any or all of the following: the law enforcement officers investigating the matter, the Commonwealth Attorney's office, the Juvenile and Domestic Relations Court, and the referring school system.

Procedure:

Investigative Stage:

1. The administrator conducts an investigation of the violation in order to establish related facts considered to be appropriate.
2. In circumstances involving alleged illegal acts, law enforcement officials are permitted to question students while they are under the authority of the school provided that the student's parent/guardian has been called and provided with the opportunity to be present and the student is willing to talk to the law enforcement officials. If the parent cannot be contacted or is unwilling to attend, the school administrator or designee is to be present.
3. Witnesses of the alleged violation are to be interviewed by school personnel.

Adjudicative Stage:

1. During the adjudication stage, the responsibilities of the administrator include:
    a. A student alleged to have committed a violation of the Standards of Conduct is to be provided with a hearing in the administrator's office in order to present his/her case.
    b. Witnesses of the alleged violation may be secured by either party if considered necessary or appropriate by the administrator.
    c. The administrator bases his/her decision of the alleged violation on the evidence obtained during the investigation and/or presented during the hearing.
    d. At the conclusion of the hearing, the student is informed of the administrator's finding and decision of any punishment to be assessed.

Types of Disciplinary Action

When a violation of the Student Code of Conduct has been substantiated, any one or more of the following types of disciplinary action for enforcement may be utilized by the administrator, in the exercise of sound discretion. The listing is general in nature and not intended to exclude the use of other more appropriate forms of punishment as indicated by the circumstances of the offense.

1. Counseling and/or Warning. This is constituted by talking with a student, pointing out violations in conduct, and setting forth the model of correct behavior in stated situations. It may involve the design and implementation of a behavior contract.
2. Parental Conference. A parent conference should be held when students are involved with discipline problems regarding serious consequences. It may also involve the referring school system, and as applicable, the student's probation /parole officer.
3. Disciplinary Referral. This is a written notice to the student and his parent/guardian stating that the student has been in violation of the Code of Conduct. The type of disciplinary action is listed on this referral. A copy is to be provided to the referring school system and, as appropriate, the student's probation/parole officer.
4. Tasks Assigned by the Administration. These tasks are extra duties to be performed for noncompliance with the Code of Conduct.
5. Lunchtime Detention. A student may be required to spend the lunch period in an assigned area away from other students.

6. Timeout. The teacher will request that the student be removed from the room for a timeout (not to exceed 30 minutes per incident). The time out area shall not be locked nor the door secured in a manner that prevents the student from opening it. During the timeout, the student will be able to communicate and process the incident with staff. Staff shall check on the student at least every 15 minutes and more often depending on the nature of the student's disability, condition, and behavior. If accommodations are needed to assist the student, they will be implemented. Staff shall document the frequency, duration, and interaction(s) of each time out.
7. Restitution. A student may be charged with the cost of repair/replacement of any damage to or loss of school or company property.
8. Loss of Driving Privileges. A student may lose the privilege of driving to school. The parent/guardian and referring school system will be notified so that alternate transportation arrangements can be made.
9. Suspension from School-Sponsored Activities. Suspension from school-sponsored (including paid and unpaid school-to-work) activities may be imposed for a specified period of time for violating the Code of Conduct. The parent/guardian shall be notified of the action.
10. In-School Suspension. A student may be required to spend the day(s) or part of the day in an assigned area away from other students. While assigned to In-School Suspension, the student is required to complete all class work. A student who refuses to work as directed by the In-School Suspension supervisor will be referred to the school administrator for other more appropriate discipline.
11. Suspension from School. A student may be suspended from school up to 10 days. During such suspension, the student is not permitted on school grounds or allowed to participate in any school activities (including school-to-work activities). The parent/guardian., referring school system and, as appropriate, the student's probation/parole officer shall be notified of the action.

    If a student is suspended from school, a letter from the School Administrator will be sent to the student's parents. The suspension letter shall include at least the following:

    a. Reason(s) for the suspension and date(s) of suspension are to be clearly stated.
    b. If applicable, the date and time a parent must come to the school for a conference in order for a student to be readmitted to school.
    c. Statement regarding the fact that the student will not be allowed to participate in any school activities during suspension.
    d. Statement regarding the fact that the student is not to go on Employment Resources Incorporated's property.
12. Termination of Enrollment. A student may, and in certain circumstances shall, be terminated from The Gladys H. Oberle School program for violation of the policies and regulations of The Gladys H. Oberle School including the student code of conduct. Should the school administrator deem that The Gladys H. Oberle School is no longer an appropriate placement for a student, she will request a review with the referring LEA, student, parent/guardian to officially terminate the student from the program. A terminated student shall be excluded from entry upon school property.