

## **Disciplinary Referrals**

### **Level One:**

Incidents of not meeting classroom expectations that will result in an immediate and instructionally-based staff response. The teacher/staff member will meet with the student, teach and model expectations and document the incident using his/her own system.

Examples of Level One Behaviors: Off-task, disruptive behavior, disrupting or violating others' rights to learn inappropriate comments that make others uncomfortable, refusing directions, inappropriate computer use, littering or minor damaging the school or materials.

### **Level Two:**

Either repeated Level One behaviors or those of a greater intensity, frequency, intent or result but are not yet at the level Three. The teacher/staff member writes/documents an Incident Report recommending a consequence and contacts the student's parent/guardian. The Incident Report is for teacher documentation and a copy is given to the parent and administration.

Examples of Level Two Behaviors: Repeated Level One behaviors or disrespectful behavior that results in another's right to feel safe emotionally and physically (verbal provocation, directed profanity, teasing, intimidating).

### **Level Three - Office Referral:**

Serious misconduct and behaviors that endanger the safety or well being of students and/or staff or behaviors that result in the sustained disruption of normal classroom and school function. These behaviors can also result in immediate suspension but may also be corrected with a variety of consequences. Students who engage in Level Three behaviors will be referred to the administration for immediate corrective action. The administrator will write the referral, meet with the student, issue appropriate consequences, notify parents, and facilitate corrective action designed to help improve the student's behavior.

Examples of Level Three: Repeated Level Two behaviors with attempts to correct with parent involvement, fighting, defiance, harassment, bullying, theft, unsafe activities, obscenities, weapon or drug possession, or serious classroom disruption

Action will be taken by the Director and parent will be contacted. Discipline actions may include meeting with the student, having the student spend time outside of the classroom or out of school (suspension) and requiring that the student return to school only after a conference with parent is held.

The Valley School maintains an engaging academic environment and a deep sense of community. Rules for participating in the community are clearly and regularly communicated to students and their families. Repeated violations of the rules can and will result in suspension or expulsion, at the Director's discretion. The Valley School shall not use disciplinary records to adversely affect a student's progression to the next grade.

END OF POLICY

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**Legal Reference(s):**

[ORS 338.115](#)

[ORS 338.125](#)