

CODE OF CONDUCT

The following is meant to be an administrative guideline for the purpose of establishing consistency and fairness among the high school administrative teams. This code of conduct is in line with Public Act 07-66 amended Section 10-233c of the Connecticut General Statutes concerning in-school suspension. These guidelines **are not** intended to constrain or limit the professional judgment of the administrator **or the authority of the Board of Education to expel a student.**

The principal and/or/his/her designee shall execute the following guidelines with discretion. Each incident will be thoroughly investigated and “due process” will be followed. It is important to realize these guidelines pertain to all students when they are in the school, on school grounds, on a school bus or at bus stops, or at any school activity.

Parents will be notified of any disciplinary action.

DESCRIPTION OF LEVELS

The BEAR’S BEHAVIORAL GUIDELINES organizes student offenses into five distinct levels ranging from minor acts of misconduct (Level I) to the most significant and potentially illegal acts of misconduct (Level V). For each of these levels, a brief description, suggestions for intervention and protocols for response are provided to guide NPS staff and administration in making decisions. As previously stated in this document, the decision to level acts of student misconduct may be modified based on the context and specific needs of the student. It is important to note that the levels of offenses are designed to limit, rather than assign, the severity of the discipline for an infraction. Thus, the available interventions and consequences of lower levels are available to subsequent levels.

LEVEL I OFFENSES

Level I offenses are low level rule violations and minor acts of misconduct that disrupt the orderly operation of the classroom, a school function, extracurricular/co-curricular program or district transportation. Level I offenses are typically handled by the NPS staff member who observes the student committing the offense and are seen as learning opportunities requiring a direct conversation, reminder or minor discipline to correct.

Suggested Level I interventions are:

- * Teacher/student conversation and/or private conference
- * Student redirection (preferential seating, proximity, cue card, etc.)
- * De-escalation strategy
- * Mediation
- * Parent contact/conference
- * Classroom level loss of privileges
- * Teacher level detention
- * Check-in with school counselor/social worker
- * Parent contact

If the Level I behavior(s) persists, the staff member may seek support from the school administrator or school support staff regarding an intervention that would best change the student’s behavior. Suspension is not an available disciplinary response for Level I violations.

LEVEL II OFFENSES

Level II offenses are more serious acts of misconduct than Level I offenses. Level II includes acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. Level II offenses typically call for additional interventions beyond those required in Level I. These interventions must include parental contact and may include the engagement of various school and community supports to develop plans to improve student decision making. If appropriate, Level II offenses may be referred to NPS administration for low level disciplinary consequences. These responses should be used in a graduated fashion

Suggested Level II interventions are:

- * All level I interventions
- * 1:1 counseling (teacher/support staff/parent)
- * Removal from class
- * Parent/Team conference (including appropriate support staff)
- * SRBI Behavioral Process
- * Community/Restorative Circle
- * School/Community Service
- * Referral to outside services as appropriate
- * Referral to Juvenile Review Board
- * Referral to Behavioral Health Supports
- * Administrative level detention(s) after school and extended)

For level II interventions, NPS staff should provide the student with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the student action and according plan/discipline. Suspension is not an appropriate disciplinary response for Level II violations.

LEVEL III OFFENSES

Level III offenses are major acts of misconduct that include repeated serious disruptions of school order and/or threats to the health, safety, and property of others. Level III offenses require administrative intervention and support. In addition to all interventions applied in Levels I-II, administrators must utilize the due process protocols spelled out in BoE policy 5114.5. When a Level III offense occurs, NPS staff should refer the student to an administrator as quickly as possible with a detailed description of the misconduct. These responses aim to correct behavior by addressing its severity and acknowledging potential implications for future harm while still keeping the student in school. In addition to appropriate levels of support and intervention, Level III offenses may require administrative discipline up to In School Suspension.

Suggested Level III interventions are:

- * All Level I-II interventions
- * Referral to outside services as appropriate
- * Loss of Privilege/Social Probation
- * Restitution
- * Behavior Contract
- * Referral to appropriate substance abuse counseling/support groups such as Positive Choices
- * All discipline up to In School Suspension

For level III interventions, NPS administrators should provide the student with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the student action and according plan/discipline. Out of School Suspension is not an appropriate disciplinary response for Level III violations.

LEVEL IV OFFENSES

Level IV offenses are a significant act of misconduct that disrupt school order, and/or injures the health, safety, and property of others. Level IV offenses require administrative intervention and support. In addition to all interventions applied in Levels I-III, administrators must utilize the due process protocols spelled out in BoE policy 5114.5. When a Level IV offense occurs, NPS staff should refer the student to an administrator as quickly as possible with a detailed description of the misconduct. In addition to appropriate levels of support and intervention, Level IV offenses may require administrative discipline up to Out of School Suspension for no more than five days.

Suggested Level IV interventions are:

- * All Level I-III interventions
- * Referral to outside services as appropriate
- * All discipline up to five days of Out of School Suspension

For Level IV interventions, NPS administrators should provide the student with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the student action and according plan/discipline. Out of School Suspension of more than five days is not an appropriate disciplinary response for Level IV violations.

LEVEL V OFFENSES

Level V offenses are the most significant and potentially illegal act of misconduct that disrupt school order, and/or injures the health, safety, and property of others. These acts may include behavior that is illegal and dangerous. Level V offenses require administrative intervention and support. In addition to all interventions applied in Levels I-IV, administrators must utilize the due process protocols spelled out in BoE policy 5114.5. When a Level V offense occurs, NPS staff should refer the student to an administrator as quickly as possible with a detailed description of the misconduct. In addition to appropriate levels of support and intervention, Level V offenses may require administrative discipline of an Out of School Suspension of six days or more, as well as a referral for expulsion from school. In addition, for specific Level V offenses, NPS should be notified and alerted for potential arrest.

Suggested Level V interventions are:

- * All Level I-IV interventions
- * Six days or more Out of School Suspension
- * Superintendent Hearing
- * Referral for Expulsion
- * Notification of NPD
- * Law Enforcement Referral to Diversionary Program
- * Law Enforcement Arrest

For Level V interventions, NPS administrators should provide the student with the opportunity to share their perspective about their misconduct as well as contact the parent/guardian regarding the student action and according plan/discipline. Out of School Suspension of six days or more, referral for expulsion and notification of NPS are appropriate disciplinary responses for Level V violations.

TABLE C: Incident Type

Code	Name	Description	Offense Level
Fighting/Battery			
1700	Fighting/altercation/physical aggression	Participation in an incident that involved a physical confrontation in which one or all participants receives at least some type of minor physical injury (such as a black eye, bloody nose or lip, bruises, etc.). This code can also be used in situations where one person strikes another (causing minor injuries) and the fight is broken up prior to the other participant retaliating.	[SERIOUS] 4-5
1720	Battery/assault	Striking another person with the intent of causing serious bodily harm to the individual. Example: one person physically attacks a person (provoked or not) resulting in an injury requiring any level of medical attention. This code should be used for bites that break the skin.	[SERIOUS] [VIOLENT] 5
1740	Serious disorderly conduct	Security/police were called, an injury may have occurred, and/or there was a major disruption to the educational process.	4-5
Personally Threatening Behavior			
1800	Harassment (non-sexual)	Annoying or physically attacking a student (or school personnel), creating an intimidating or hostile educational (or work) environment.	[SERIOUS] [VIOLENT] 1-5
1810	Threat/intimidation/verbal harassment	Physical, verbal, written, or electronic communication (without displaying a weapon and without a physical attack) which results in fear of harm.	[SERIOUS] [VIOLENT] 3-5
1811	Racial slurs/hate crimes	An incident involving characteristics or perceived characteristics of the victim including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, social or family background, linguistic preference, or disability.	[SERIOUS] [VIOLENT] 4-5
*** Bullying (formerly 1812) is no longer an Incident Type. If you are reporting a bullying incident use the Bullying field. ***			
1813	Hazing	The imposition of strenuous, often humiliating, tasks as part of an initiation.	[SERIOUS] [VIOLENT] 4-5
1814	Teasing	Making fun of, or attempting to provoke a person in a playful way.	[VIOLENT] 1-4
1817	Threats of bodily harm	Similar to Incident Type 1810, however, police are notified due to severity of threat. A weapon may be involved. This code should be used for death threats.	[SERIOUS] [VIOLENT] 4-5

1818	Physical intimidation	Subjecting a person to physical intimidation (such as cutting a person's hair, striking a match or lighter near a person, etc.).	[VIOLENT] 4-5
Physical/Verbal Confrontation			
1710	Physical altercation	Participation in a confrontation, or some type of physical aggression that does not result in any injury. Use this incident type when one person strikes another (causing no injuries) and the altercation is broken up prior to the other participant retaliating.	[SERIOUS] 3-4
1711	Verbal altercation	Participation in an incident involving a verbal confrontation (i.e., shouting match, yelling etc.).	[SERIOUS] 2-4
1712	Inciting a fight/riot	Causing or instigating a fight or riot.	[SERIOUS] 3-5
1713	Accessory to fight	Aiding in a fight (acting as a lookout, recording the fight, failing to inform administration of the fight).	2-4
1730	Throwing an object (serious)	Indicate the type of object thrown in either the weapons category. Use this category if there is a victim with any level of injury. If the offense was not serious, use code 3611 (listed under School Policy Violations).	[SERIOUS] [VIOLENT] 3-4
1750	Gang related behavior	Gang related behavior/issues.	3-5
1760	Breach of peace	Any act of molesting, interrupting, hindering, agitating, or arousing from a state of repose or otherwise depriving inhabitants of the peace and quiet to which they are entitled.	3-5
2310	Transporting students off school ground	Transporting students off school grounds without the consent of his/her custodial parent(s) or legal guardian or school authorization.	2-3
*KEY: [SERIOUS] = Incident Must be reported regardless of Sanction [VIOLENT]=Requires a Victim to be reported			

TABLE C: Incident Type (continued)

Code	Name	Description	Offense Level
Property Damage			
1100	Arson	Arson (Sec. 53a-111, 112, & 113) is defined for the purpose of this report as the reckless destruction or damage to a building or other school property by intentionally starting a fire or causing an explosion. When fireworks or other incendiary devices are a contributing factor, then the weapon type used must be reported.	5 5
1110	Reckless burning	Reckless burning (See Sec. 53a-114.) A person is guilty of reckless burning when he intentionally starts a fire or causes an explosion, and thereby recklessly places a building in danger of destruction or damage. Lighting paper on fire, a garbage can fire, setting a person's personal property on fire etc.	5
3500	Vandalism	Willful destruction or defacement of school property (destroying school computers, carving a desk, spray painting walls, damaging vehicles, etc.).	5 3-5
3510	Destruction of personal property	The destruction of personal property (clothing, backpack, etc.).	S V 1-2
School Policy Violations			
3600	Policy Violation - Arrest	An out-of-school incident occurred resulting in the student's arrest. The student has now been sanctioned due to the arrest per local school district policy. When 3600 is the Incident Type School-Based Arrest must be no.	4-5
3601	Insubordination/disrespect	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situation in which a student is disobedient.	1-4
3604	Cheating	Obtaining, or attempting to obtain, credit for work via dishonest or deceptive means. (cheating on a test, homework, etc.)	1-2
3605	Forgery	Fraudulently making or altering a document (test, report card, etc.)	1-2
3606	Plagiarism	To steal and pass off work as one's own without properly crediting the source.	1-2
3607	Grade tampering	Unauthorized change of grades.	3-5
3610	Disorderly conduct	Any behavior or act that seriously disrupts the orderly conduct of a school function or which substantially disrupts the orderly learning environment. For Disruptive Behavior see incident code 3628. For Breach of Peace, see code 1760.	3-4
3611	Throwing objects	Victimless incident in which student propels an object (a rubber band, paper, etc.). If the offense was serious, use code 1730 - Physical/Verbal Confrontations.	1-2
3612	Motor vehicle infraction	Violation of school/district motor vehicle rules.	2-3
3620	Obscene behavior	Any behavior that is offensive to morality or decency (lewd behavior, indecent exposure, mooning, etc.).	

			2-4
3621	Obscene gestures	A movement or positioning of the body that is offensive or vulgar.	1-3
3622	Obscene written messages	Any communication that is offensive or indecent. This includes written and electronic communication (texts, Snapchat, Twitter, Facebook, etc.)	1-4
3623	Displays of affection	A physical act of intimacy (kissing, etc.).	1-2
3624	Obscene language/profanity	Offensive or indecent language.	1-4
3625	Pornography	In accordance with school policy.	2-3
3626	Spitting	Ejecting saliva forcefully from one's mouth.	3-4
3627	Inappropriate behavior	Horseplay, play fighting, playing cards (for Gambling see code 3660).	1-3
3628	Disruptive behavior	Disruption of class; or causing a disruption in the hallway, cafeteria or other area of the school.	1-2
3629	Risk of injury	Behavior that potentially could result in injury; pranks may fall into this category.	2-3
3630	Attendance policy violation	Violation of state, school or district policy related to attendance.	1-4
3631	Skipping class	In accordance with school policy.	1-3
3632	Tardiness	In accordance with school policy.	1-2
3633	Truancy	In accordance with school policy.	1-4
3634	Failure to attend detention or ISS	In accordance with school policy.	1-4
3635	Leaving school grounds	In accordance with school policy.	1-3
3636	Loitering	In accordance with school policy.	1-3

TABLE C: Incident Type (continued)

Code	Name	Description	Offense Level
School Policy Violations (continued)			
3638	Dress code violation	In accordance with school policy.	1-2
3639	Trespassing	In accordance with school policy.	2-4
3640	Poor Grades	Accumulation of zeros or other unacceptable grades.	1
3641	Presence in an unauthorized area	Being in an unauthorized area.	1-3
3642	Refusal to identify	Refusal to provide student identification/ID Badge.	2-3

3643	Accumulation of suspensions	In accordance with school policy.	3-4
3644	Accumulation of detentions	In accordance with school policy.	1-2
3645	Accumulation of demerits	Accumulation of demerits.	1-2
3646	Behavioral referrals	Behavioral referrals.	1-2
3647	Removal from class	Removal from class.	1-2
3648	Leaving class without permission	Leaving class without permission.	1-2
3649	Safety code violations	Safety code violations.	1-5
3650	False fire alarm	In accordance with school policy.	5
3651	Calling 911	In accordance with school policy.	5
3652	Crank or harassing phone calls	Crank or harassing phone calls.	3-5
3653	False information/lying	False information/lying.	1-4
3654	Selling "stuff"	Inappropriate sale of snacks, or other materials (does not include drugs, prescription drugs, stolen property or other contraband).	2-3
3655	Littering	Littering	1-2
3660	Gambling	Playing a game of chance for money (cards, dice, sports pools, etc.).	1-3
3670	Unauthorized use of computers	Violation of technology policy: unauthorized use of computers.	1-5
3671	Cell phone violation	Violation of technology policy: Possession/use of cell phone	1-2
3672	Hand held gaming device	Violation of technology policy: Possession/use of hand held gaming device	1-2
3673	Electronic music device	Violation of technology policy: Possession/use of electronic music device (MP3 player, iPod, etc.)	1-2
3674	Tape recorder/recording device	Tape recorder/recording device	1-5
3675	Camera possession/use	Violation of technology policy: Possession/use of a camera	1-5
3680	Eating in unauthorized area	Eating in unauthorized area	1-2
3681	Pulling chair out from beneath an individual	Pulling chair out from beneath an individual	2-3
3682	Public urination	Public urination	3-5
3683	Sleeping in class	Sleeping in class	1

3684	Chewing gum	Chewing gum	1
3685	Misuse of hall pass	Misuse of hall pass	1-3
3686	Failure to return school documents	Progress reports, parent letters	1-2
3687	Unprepared for class	Unprepared for class	1
3688	Failure to comply with agreement/behavior plan	Failure to comply with agreement/behavior plan	1-2
3689	Excessive talking	Excessive talking	1
3690	Failure to complete assigned work	Failure to complete assigned work	1

TABLE C: Incident Type (continued)			
Code	Name	Description	Offense Level
Theft/Theft Related Behaviors			
1400	Burglary/breaking and entering	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	S 5
1410	Theft/stealing	The unlawful taking of property belonging to another person without threat of bodily harm or violence. For example, electronic theft or taking a pocket organizer from another student's open locker. Consider coding theft of low value items (pencil, notebook) as 3600-Violation of School Rules. Note: The difference between theft and burglary is that theft does not involve breaking and entering and no victim is present.	S 2-5
1411	Suspicion of stealing	Suspicion of stealing	1-5
1420	Robbery	The taking or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances using force, fear or the threat of violence. For example, threatening to beat up a student if he does not give up his lunch money. Note: The difference between robbery and theft is that in a robbery, the victim is present and there is either the threat of or actual physical harm.	S 4-5
1430	Possession of stolen property	Possession of stolen property.	3-4
1431	Sale or intent to sell stolen property	Sale or intent to sell stolen property.	3-5
2800	Counterfeiting	Possession of counterfeit currency with the intent to distribute/use. The police/security personnel must be involved.	5

2801	Possession of counterfeit currency	Possessing counterfeit bills. The police/security personnel must be involved.	4-5
Sexually Related Behavior			
1900	Harassment (sexual)	Inappropriate and unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. For example, leering, pinching, grabbing, suggestive comments, gestures, or jokes; or pressure to engage in sexual activity.	S V 4-5
1910	Sexual battery	Oral, anal, or vaginal penetration forcibly or against the will of a person or where the victim is incapable of giving consent. Sexual contact forcibly and/or against the will of a person or where the victim is incapable of giving consents because of his/her youth and/or mental incapacity. For example, rape, fondling, indecent liberties, child molestation, sodomy, or statutory rape.	S V 5
1920	Sexual offense	Sexual intercourse, sexual contact, or other behavior intended to result in mutual sexual gratification. There is no force or the threat of force. Fondling or oral sexual contact are examples.	S V 4-5
Violent Crimes Against Persons			
1820	Foreign substance in food/drink - bodily secretions (feces, urine, etc.)	Intentionally placing foreign substance in a person's food or drink that could seriously harm the individual.	V 3-5
1821	Foreign substance in food/drink - prescription medications	Intentionally placing foreign substance in a person's food or drink that could seriously harm the individual.	V 5
1822	Foreign substance in food/drink - illegal drugs	Intentionally placing foreign substance in a person's food or drink that could seriously harm the individual.	V 5
1823	Foreign substance in food/drink - other (dirt, clay, crayons, etc.)	Intentionally placing foreign substance in a person's food or drink that could harm the individual.	V 5

TABLE C: Incident Type (continued)

Code	Name	Description	Offense Level
Violent Crimes Against Persons (continued)			
1824	Foreign substance onto a person	Spraying or otherwise placing a foreign substance on a person with the intent of causing harm or making a person uncomfortable (e.g., itching powder; spraying mouthwash into persons face; placing gum or other substance into hair)	V 4-5

1825	Intentionally endangering an individual(s)	The intentional cause of immediate danger to persons or person such as placing them in contact with a caustic substance (latex gloves, peanuts, etc.).	V 5
2000	Homicide	Murder or manslaughter. Killing of a human being.	S V 5
2050	Attempted suicide	Requiring psychiatric evaluation; sanction must be consistent with incident.	1-5
2060	Self-injurious behavior	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	1-5
2061	Psychotic episode	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	1-5
2062	Psychotic break	Behavior leading to the immediate removal from school/class. Requiring psychiatric evaluation; sanction must be consistent with incident.	1-5
2100	Stabbing	The intentional puncturing of the skin using some type of sharp instrument. The type of weapon used (e.g., knife, pencil/pen) must be indicated.	S V 5
2200	Blackmail	The extortion of money or other valuables from a threat of exposing a criminal act or other discreditable behavior. Law enforcement must be notified.	S V 5
2300	Kidnapping (abduction)	To seize, transport, and/or detain a person or a minor against their will either by force or fraud (taking a hostage, leaving school grounds without permission with a minor).	S V 5
2700	School threat/bomb threat	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building, property or harm to students and/or staff (e.g., bomb threat, chemical/biological threat, terrorist threat). The police/security personnel must be involved.	S 5
Weapons			
3700	Weapon only	Weapon only	S 5
Drugs			
3800	Drugs/alcohol/tobacco only	Drugs/alcohol/tobacco only	S 3-5

TABLE D: Weapon Involvement

Code	Weapon Type	Additional Information
0000	None	No weapon involved.
3701	Knife 2 ½ Inches or Greater	Steak knife, hunting knife, etc.
3702	Knife Smaller than 2 ½ Inches	Pen knife, boy or girl scout pocket knife
3703	Box Cutter	A small tool that is made for opening cardboard boxes and that has a very sharp blade that can be pushed in and out of its case.
3704	Pencil/Pen	When used in a stabbing incident
3705	Razor Blade	A thin sharp-edged piece of steel that can be fitted into a razor
3708	Sword/machete/long knife	
3710	Shank	Homemade weapon/knife
3711	Handgun*	Any authentic firearm that can be held and fired with one hand such as a revolver or a pistol.
3712	Rifle/Shotgun*	A gun that has a long barrel and that is held against your shoulder when you shoot it.
3713	Toy Gun/Water Gun/Cap Gun	

*=Requires an expulsion hearing

TABLE D: Weapon Involvement (continued)

Code	Weapon Type	Additional Information
3714	Pellet/BB Gun/Air Gun	Includes homemade blow guns/pea shooters
3715	Slingshot	A Y-shaped stick with an elastic strip between the prongs for propelling stones and other small objects
3716	Ammunition	Any bullet or bullet-like object that can be fired from a weapon.
3717	Stun Gun	A battery-powered, hand-held weapon that fires an electric charge when held against a person and activated by a trigger or button, used particularly by police, to immobilize a person briefly and without injury.
3718	Paint gun	An air gun for firing paint capsules.
3719	Facsimile of Gun	Facsimile of gun.
3720	Explosive Devices*	Pipe bomb; chemical bomb or other types of explosive devices meant to kill or harm.
3721	Stink Bomb/Smoke Bomb	A small bomb made to emit a foul smell or smoke on exploding.
3722	Fireworks/Firecrackers	A small explosive charge and a fuse in a heavy paper casing, exploded to make noise and/or firework.
3723	Facsimile of Bomb	Facsimile of a bomb.

3724	Flame Thrower	Homemade flame thrower for example using aerosol can and fire.
3730	Defensive Device	Gas repellent, mace, chemical/pepper spray.
3731	Any projectile (high risk)	Any object that can be thrown such as rocks, bricks, etc. These objects generally <u>can</u> cause an injury.
3732	Any projectile (low risk)	Any object that can be thrown or used to project such as a rubber band, crumpled paper, etc. These objects generally <u>cannot</u> cause injury.
3733	Office School Supplies (Sharp)	Thumb tacks/paper clips
3734	Office School Supplies (Blunt)	Stapler, books
3735	Furniture	Desk, chair, table, door, window etc.
3736	Belt/Rope	Any materials that can be used to tie-up, strike, or otherwise harm an individual.
3737	Pen shocker/zapper	Pen shocker/zapper
3738	Chain, wire rope, etc.	Chain, wire rope, etc.
3740	Martial Arts Device	e.g., Chinese star
3741	Brass Knuckles	A band of metal with four holes that fits over the upper fingers and that is gripped when a fist is made, used for increasing the effect of a blow with the fist.
3742	Baton/Billy club	A heavy stick that is generally carried by police officers and is used as a weapon.
3743	Blunt Tools	Multi-tool pliers, wrench, hammer, dye tap, etc.
3744	Nail Gun	A mechanical device for driving nails into an object by the force of compressed air.
3745	Grooming tools	Tweezers, nail clippers, nail file, comb etc.
3746	Sharp tools	Drill bits, seam ripper, sewing tools, meat thermometer, screwdriver, letter opener, cork screw
3750	School supplies	Compass, calipers, scissors, etc.
3751	Flare gun	Flare gun
3755	Hatchet/Axe	Hatchet/axe
3760	Sport equipment/sticks	Baseball bat, hockey sticks, sticks, umbrella
3771	Medical Equipment	Crutches, cane
3773	Pocketbook	Book bag, gym bag, backpack
3780	Butter knife/Table knife	Not a steak knife
3781	Plastic knife	Plastic knife

3782	Switch Blade	A knife that has a blade inside the handle which springs out when a button is pressed.
3791	Facsimile of Other Weapon	Include additional information in the Memo field.
*=Requires an expulsion hearing		

TABLE D: Weapon Involvement (continued)

Code	Weapon Type	Additional Information
3792	Laser Pointer	A small pointing device that emits an intense beam of light and used during presentations to point out items on visuals.
3793	Lighter/matches	Lighter/matches
3794	Suspicion of weapon possession	Suspicion of weapon possession
3795	Inappropriate clothing considered dangerous/possibly a weapon	Inappropriate clothing considered dangerous/possibly a weapon for example: studded necklace, belts etc.
3798	Possession of a dangerous Instrument	Treated as "other" danger weapon in presently dangerous school analysis.
*=Requires an expulsion hearing		

TABLE E: Substance Involvement

Code	Substance	Description of Drug/Alcohol/Tobacco
0000	None	None
3801	Alcohol Sale/Intent to Sell/Distribution	Alcohol sale/intent to sell/distribution
3802	Suspicion of Alcohol Sale	Suspicion of alcohol sale
3803	Alcohol Use	Alcohol use
3804	Suspicion of Alcohol Use	Suspicion of alcohol use
3805	Alcohol Possession	Alcohol possession
3806	Alcohol sale/ Distribution to minor	Police must be called
3811	Drug Possession	Drug possession
3812	Drug Use	Drug use
3813	Suspicion of Drug Use	Either prescription or illegal
3814	Drug Sale/Intent to Sell/ Distribution	Drug sale/intent to sell/distribution. Requires an expulsion hearing.
3815	Suspicion of Drug Sale	Suspicion of drug sale
3816	Facsimile of Drug	Substance represented as an illegal drug (e.g., oregano)
3817	Drug Paraphernalia	Rolling papers, pipes, clips, etc.

3818	Drug Solicitation	Drug solicitation
3819	Inappropriate talk/discussion about the use, sale or possession of drugs	Inappropriate discussion about the use, sale or possession of drugs
3820	Sale of Prescription Medication Distribution/ Intent to Sell	Sale of prescription medication distribution/ intent to sell
3821	Possession of Prescription Medication	Possession of prescription medication
3822	Use of Prescription Medication	Use of prescription medication
3823	Possession of over the counter drugs	Possession of any over the counter drugs such as Motrin, Tylenol.
3824	Use of over the counter drugs	Use of any over the counter drugs such as Motrin, Tylenol.
3825	Sale of over the counter drugs Distribution/ Intent to Sell	Sale of any over the counter drugs distribution/intent to sell, such as Motrin, Tylenol.
3829	In the company of persons in possession of illegal drugs	In the company of persons in possession of illegal drugs
3830	Tobacco Possession	Having tobacco on one's person, in a bag, locker, car
3831	Tobacco Use	Smoking, chewing, etc.
3832	Suspicion of Tobacco Use	Suspicion of tobacco Use
3833	Tobacco sale/Intent to Sell/Distribution	Sale of tobacco products (cigarettes, chewing tobacco)
3834	Suspicion of Tobacco sale	Suspicion of Tobacco sale
3835	Tobacco Paraphernalia	Lighter, matches
3836	Facsimile of cigarette/cigar	Facsimile of cigarette/cigar
3837	E-Cigarette/Vape Pen	Use or possession of an electronic cigarette/ "vaping"
3840	Inhaling harmful substance	e.g. glue, gasoline, marks, etc.
3898	Under the influence of an unknown substance	This category should be used when the person present cannot positively identify the substance but there is clear evidence of substance abuse
3897	Knowledge that an individual or individuals are in possession of Alcohol/Drugs/Tobacco and failure to inform proper authorities	Knowledge that an individual or individuals are in possession of alcohol/drugs/tobacco and failure to inform proper authorities