

SECONDARY STUDENT DISCIPLINE PROCEDURES

LEVEL I – Minor misbehavior which impede orderly classroom procedures or interfere with the orderly operation of the school including, but not limited to the following:

- a. Minor disruption that does not require administrative involvement
- b. Academic discipline
- c. Unexcused lateness to school/lateness to class
- d. Unacceptable behavior - loud, abusive and/or boisterous language
- e. Skipping detention – an unexcused absence for detention will result in two additional detentions of the same time period
- f. Possession of an opened bottle or can of liquid in a place other than the cafeteria during regular school hours
- g. Dress code violation – See updated policy
- h. Other and/or repetitive behaviors (increase in discipline level)

Basic guides for detentions are 0-3 ninth periods

DISCIPLINARY OPTIONS: may include any one or more of the following:

- a. Verbal reprimand
- b. Retraining
- c. Restrictions
- d. Parental conference
- e. A.M. detention(s)/6:00 detention(s)
- f. Parental contact via phone or letter
- g. In-school suspension/out of school suspension
- h. Referral to alternative education

NOTE: Any assigned detention, which is missed due to absence, will be made up on the following day the student returns to school. If a student does not make up the detention the following day; it will be considered a skipped detention.

* * All Level I discipline actions will be followed with a teacher to parent contact via phone or meeting. This is especially necessary with the first student infraction.* *

LEVEL II – Misbehavior for which the frequency or seriousness tends to disrupt the learning climate of the school including, but not limited to the following:

- a. Accidental damage of school property – in addition to detention, repair costs
- b. Class cutting
- c. Obscene language
- d. Verbal threats toward other students
- e. Driving violation – possible loss of driving privilege
- f. Dangerous horseplay, including but not limited to pushing, shoving, tripping, running, etc.
- g. Inappropriate affection

- h. District Bus Policy violations are consistent with the regular discipline policy, but may include suspension of bus riding privilege
- i. Unacceptable behavior of a serious nature
- j. Defiance or disrespect for school personnel – could include up to suspension depending on the severity
- k. Other and/or repetitive behaviors (increase in discipline level)

Basic guides for detentions are multiple A.M. detentions – three 6:00 detentions

LEVEL III – Misbehavior of a more serious nature that requires more severe disciplinary measures including, but not limited to:

- a. Forging an excuse or altering an excuse
- b. Physical contact with the intent of initiating a fight
- c. Repetitive and/or severe disruptive behavior
- d. Verbal threats toward staff
- e. Smoking and tobacco involvement, which can include possession/use, may also involve a lighted object. This could include a fine via magistrate’s office.
- f. Leaving school grounds without permission
- g. Bullying* - intent for harm or intensity and duration/harassment
- h. Violation of Internet Use Policy
- i. Other and/or repetitive behaviors (increase in discipline level)

Basic guides for detentions are three 6:00 detentions – in-school suspension. These may be used to reinforce discipline at this level. A general guideline will be one day ISS taking place for every nine days of 6:00 detentions. After 6:00 detentions have accumulated to nine, a meeting with an administrative committee (the counselor, principal, and a representative from the central office) could be held. An unexcused absence from 6:00 could result in ISS as well as an additional 6:00 detention.

After three ISS offenses, another meeting could be held with the administrative committee, which will include the superintendent. The school board will be informed (if recommended by the committee, a board hearing will be held) prior to OSS being assigned.

LEVEL IV – Misbehavior directed against persons or property or continued misbehavior which defies remediation at Levels II and III including, but not limited to the following:

- a. Extortion* (three to ten 6:00 detentions)
- b. Arson* (out of school suspension until mandatory board hearing)
- c. Bomb threat or false alarms* (twenty 6:00 detentions)
- d. Violation of District Drug and Alcohol Policy* (discipline in accordance with the Drug and Alcohol Policy)
- e. Physical attack on staff member* (out of school suspension until mandatory board review)
- f. Refusal to abide by previous disciplinary decisions (out of school suspension until

- parental conference)
- g. Possession or use of any firearm, knife or any other object that may be used to harm an individual is prohibited* (five 6:00 detentions through expulsion, pending the situation)
- h. Terroristic threats* (out-of- school suspension and parent conference; mandatory police contact)
- i. Theft (three to ten 6:00 detentions and restitution)
- j. Vandalism* (three to ten 6:00 detentions and repair/replacement costs)
- k. Endangering the safety of others* (five to ten 6:00 detentions)
- l. Violation of a medication policy (five to ten 6:00 detentions)
- m. Excessive absence after 30 days total, a committee will review and determine action (6:00's, home-bound instruction, suspension, expulsion or retention at current grade level)
- n. Fighting* (all students involved) five 6:00 detentions to five Out-of-School Suspensions – If in the opinion of the administration, one student is clearly the aggressor placing the other student in a position to defend himself or be injured, the students involved may be disciplined differently. Police involvement may be warranted.
- o. Aggravated assault* - police contact in addition to suspension
- p. Other very severe and/or repetitive behaviors – depending on severity

LEVEL III and IV infractions could result in out-of- school suspension including expulsion. Basic guides for detentions are multiple 6:00 detentions – Out-of-school suspension. These may be used to reinforce discipline at this level.

A board review may recommend more severe disciplinary measures. In order to participate in extra-curricular activities, students must satisfy all obligations to the school.

Obligations include but are not limited to:

1. All 6:00 detentions and discipline actions to be served.
2. All financial obligations paid in full.
3. Uniforms, books and other school property returned in good condition or proper compensation remitted to the school for property damaged or lost.

Failure to abide by these conditions can result in the student's exclusion from all extra-curricular activities. Sporting events, field trips, dances and high school graduation ceremonies are examples of such extra-curricular activities.

Students may attend practice sessions on days that no detentions are being held with the provision that these students have faithfully attended detentions as scheduled. Students who are placed on out-of-school suspension may not attend any extra-curricular activity, including practices, until the suspension is completed.

IN EACH DISCIPLINARY SITUATION, CIRCUMSTANTIAL INFORMATION WILL BE CONSIDERED WHEN DEEMED APPROPRIATE.

A.M. DETENTION

(Secondary)

A.M. detention will be used by teachers for special academic help with students and discipline problems in the classroom that Principals and teachers handle themselves. Additional A.M. detention could be assigned by the teacher.

6:00 DETENTION

(Secondary)

6:00 detention will be given by the Principal's Office for first level offenses, repeated offenses, and classroom problems that A.M. detentions have not corrected. Students are not eligible to attend or participate in extra-curricular activities until the last 6:00 detention is completed.

IN-SCHOOL SUSPENSION (ISS)

(Secondary)

In-School Suspension will be given by the Principal's Office for discipline problems that the 6:00 detention has failed to correct. ISS will be used as a means to keep students in school. When a student is in 6:00 detention, he/she will also be in A.M. detention. When a student is in ISS, he/she will be in the A.M. detention and the 6:00 detention unless prior arrangements have been made by the Administration. A student in ISS will forfeit privileges to attend or participate in athletic and social functions at the Tussey Mountain High School until the suspension is completed.

OUT-OF-SCHOOL SUSPENSION

See Level IV of the Secondary Student Discipline Procedures.

See Elementary Discipline Policy.

EXPULSION

Expulsion is the exclusion from school by the board of education for a period of more than ten (10) days. This also may include a permanent expulsion from the school rolls. All expulsions require a prior formal board hearing. Parents or the school district have the right to request an informal hearing prior to the formal board hearing. In the event a student is expelled for an entire school year, it will be the responsibility of the parents to provide an educational program for their student. If the parent is unable to provide such a program after 30 days, they will notify the superintendent, in writing, of their inability to do so. At that time, the school district shall provide an educational program for the duration of the expulsion or until the student is no longer of mandatory school age, whichever comes first.

Once the expulsion is completed, a meeting will take place between the school administration and the parents before the student re-enters school.

INFRACTIONS AT THE END OF THE YEAR

Penalties/Punishments will be carried over from one school year to the next, if necessary. Any penalties/punishments incurred during the end of one school year will start or be completed during the next school year. Summer detention may be scheduled.

In cases involving seniors with tobacco, illegal substances, near the end of the year and time preventing the issuance of 6:00 detentions, privileges may be forfeited such as: attending the prom, attending athletic banquets, and participating in graduation exercises.

TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative procedures to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon returning to school, the student shall be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.