

DISCIPLINE PLAN & PROCEDURES

**** The following disciplinary actions will be used at James S. Rickards High School; however, the administration reserves the right to use discretion in disciplinary measures.**

1. Class 1 (Minor Offenses)

- Classroom disruption
- Dress Code Violation
- Eating and/or drinking in class
- Inappropriate display of affection – kissing, hugging, or touching another student
- Use of obscene or profane language or gestures
- Cheating, plagiarism, or other forms of academic dishonesty

Consequences

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| 1 st Offense | Verbal Warning from teacher, Warning Card (dress code), teacher writes classroom referral. |
| 2 nd Offense | Teacher/student conference, parent is called, teacher writes classroom referral. |
| 3 rd Offense | Teacher/student conference, parent is called, student is assigned classroom detention, teacher writes classroom referral. |
| 4 th Offense | Teacher/student conference, student is informed of repeated offense, teacher writes office referral, One (1) day ISD. |
| 5 th Offense | Teacher writes office referral, Dean informs student of repeated offense. One (2) day ISD. Parent notified. |
| 6 th Offense | Teacher writes office referral, Dean informs student of 6 th offense. Assigned three (3) days ISD. Dean informs student and parent that all subsequent referrals will result in five (5) days ISD. |

Referrals for Class I offenses will be treated collectively. This means that the disciplinary process will NOT begin with Step 1 for additional referrals.

2. Class 2, Level 1 (Intermediate Offenses)

- Failure to serve detention
- Loitering in an unauthorized location
- Skipping class
- Minor verbal altercations
- Offensive or inappropriate touching of another person
- Harassment or intimidation of another student
- Possession of tobacco products, lighters, or matches
- Initiating conflicts by spreading rumors, making false statements, accusations, threats, and other statements that tend to escalate situations or incite chaos.
- Insubordination/defiance toward school employee (failure to respond appropriately & timely to authority)
- Defacing school or personal property; malicious mischief

- Providing false information and other acts of dishonesty.

Consequences

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| 1st Offense | Teacher writes referral, Dean assigns 1-day ISD and calls parents |
| 2nd Offense | Teacher writes referral, Dean assigns 3-day ISD and guidance counselor is informed |
| 3rd Offense | Teacher writes referral, Dean assigns 1-day OSS |
| 4th Offense | Teacher writes referral, Dean assigns 3-day OSS |
| 5th Offense | Teacher writes referral, Dean assigns 5-day OSS and informs parents and student that all subsequent referrals will result in 10-day OSS and may include a referral to alternative education facility |

3. **Class 2, Level 2 (Intermediate Offenses)**

- Verbal threat of bodily harm to another student
- Gross Insubordination (failure to comply to directions given by Dean /Administration)
- Stealing, theft, or possession of stolen merchandise
- Possession of a sharp instrument such as a knife, for which there is no intended purpose
- Gambling, playing cards, pitching coins or dice during class time
- Unauthorized use of school property (computers, AV, or PE equipment, etc.)
- Trespassing; entering or remaining on school property without authorization during non-school hours.
- Preventing school employees from performing their duty (preventing fight break ups, etc.)
- Destruction of school or personal property (Restitution Required)
- Trespassing on another campus
- Possession, transmission, sharing or viewing of pornography or other inappropriate material
- Leaving school grounds without authorization

Consequences

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| 1st Offense | Teacher writes referral, Dean confers with student, Dean assigns 3-day OSS, calls parent, and informs Guidance Counselor |
| 2nd Offense | Teacher writes referral, Dean confers with student, Dean assigns 5-day OSS, calls parent, and informs Guidance Counselor |
| 3rd Offense | Teacher writes referral, Dean confers with student, Dean assigns 10-day OSS and calls parent, Dean informs student and parent that all subsequent referrals will result in 10-day OSS or referral to an alternative educational facility |

4. **Class 2, Level 3 (Intermediate Offenses)**

- Possession or use of any controlled substance, illegal drugs (including alcohol and vaporizers), or paraphernalia.
- Criminal mischief, destruction of school or personal property in excess of \$200 (restitution required). May be referred to School Resource Deputy.
- Unjustified activation of fire alarms or extinguishers (will be referred to the School Resource

Deputy).

- Inciting, participating in, leading, encouraging, and/or assisting in a major student disruption which results in property destruction or damage or causes personal injury
- **Fighting (Involvement in a physical confrontation in which the participant either initiated the fight or failed to take advantage of an opportunity to avoid escalation of the incident that led to the fight). Automatic 10 day OSS will be assigned.**
- Creating a hostile environment that includes harassment, physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of abuse based upon a person's sex, sexual preference, race, national origin, or disability, as well as all other forms of discrimination, which may be prohibited by School Board policies.
- Indecent exposure, sexual contact, or intent to engage in sexual contact on school grounds
- Threats, harassment, or intimidation of a School District Employee.

Consequences

- 1st Offense Teacher writes referral, Dean confers with student, Dean assigns 5-day OSS (10 for fighting), calls parent, and informs guidance counselor
- 2nd Offense Teacher writes referral, Dean confers with student, Dean assigns 10-day OSS and calls parent, Dean informs student and parent that all subsequent referrals will result in 10-day OSS or referral to alternative educational facility

****A student who continually engages in Class I and II offenses, and does not positively respond to corrective measures, may be recommended to the Superintendent of Schools for expulsion.**

5. Class 3 Major Offenses (ZERO TOLERANCE)

Students who have been found to have committed the following offenses on school property, school-sponsored transportation, at school-sponsored activities, or at bus stops shall receive the most severe consequences provided for by School Board Policy.

- Possession or use of firearm
- Arson
- Aggravated battery
- Battery or aggravated battery on any School District employee
- Armed robbery
- Sexual battery
- Kidnapping or abduction
- Possession, use, or sale of any explosive device

Consequences

- 1st Offense Confer with School Resource Deputy, Dean confers with student and informs parents, Dean assigns 10-day OSS, **Recommendation of expulsion**