Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Cheating/Plagiarism	Discipline Points (3) Teacher Detention (Parents contacted by teacher) Grading Penalty	Discipline Points (5) (Parents contacted by teacher and parent meeting) Grading Penalty	Discipline Points (10) + Office Detention (Parents contacted by administration) Grading Penalty	District Policy Reference Policy 5701
Consuming Food/Drink/Gum (outside permitted meal time)	Discipline Points (3) Teacher Detention (Parents contacted by teacher)	Discipline Points (5) + Possible Office Detention (Parents contacted by teacher)	Discipline Points (5) + Office Detention (Parents contacted by administration)	Food and/or drink should be removed from student and given to the student at the end of the school day
Minor Disruptive Behavior (ex: calling or yelling out in class/making noises/etc.)	Discipline Points (3) Teacher Detention (Parents contacted by teacher)	Discipline Points (5) + Possible Office Detention (Parents contacted by teacher and parent meeting)	Discipline Points (5) + Office Detention (Parents contacted by administration)	Teachers/Administration should make parents aware of specific details regarding the disruptive behavior.
Major Disruptive Behavior (ex: creating a disruption to the whole class and/or creating a danger to the personal safety of others.)	Discipline Points (5) + Office Detention (Parents contacted by teacher and administration)	Discipline Points (10) + Multiple Office Detentions (Parents contacted by teacher/administration and/or parent meeting)	Discipline Points (15) + Multiple Office Detentions and/or Possible Suspension (Parents contacted by administration)	Teachers/Administration should make parents aware of specific details regarding the disruptive behavior.
Dress Code Violation (Clothing/shoes/hats/band anas/hoods/etc.)	Student Warning Clothing will need to be changed (Parents contacted by teacher)	Discipline Points (3) (Parents contacted by office/nurse) Clothing will need to be changed	Discipline Points (5) + Office Detention (Parents contacted by administration) Clothing will need to be changed	District Policy Reference Policy 5511 Students may be required to change clothing after any offense. If other clothing/shoes are not available, parent may be called to bring proper attire
Hallway Conduct (ex: yelling/ running/making noises/etc.)	Discipline Points (3) Teacher Detention or Possible Office Detention(Parents contacted by teacher)	Discipline Points (5) + Possible Office Detention (Parents contacted by teacher and/or administration)	Discipline Points (10) + Office Detention and/or Possible Suspension (Parents contacted by administration)	Teachers/Administration should make parents aware of specific details regarding the disruptive hallway behavior.

Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Inappropriate Physical Contact (Horseplay/Pushing/ Shoving/etc)	Discipline Points (3) + Possible Office Detention or Teacher Detention (Parents contacted by teacher and/or administration)	Discipline Points (5) + Office Detention (Parents contacted by teacher and/or administration) Referral to Guidance	Discipline Points (10) + Office Detention and/or Possible Suspension (Parents contacted by administration) Referral to Guidance	Teachers/Administration should make parents aware of specific details regarding the disruptive behavior.
Possession and/or Inappropriate Use of Electronic Devices (ex: Cell Phone/Smart Watch/AirPods)	Student Warning Device should be taken, labeled and given to the main office Student gets item returned at the end of the day	Device should be taken, labeled and given to the main office Student gets item returned at the end of the day + discipline points (3) + detention	Device should be taken, labeled and given to the main office Parent/Guardian needs to pick up device from the main office + discipline points (5) + detention	Teachers/Administration should make parents aware of specific details regarding the device use. Procedures outlined in <u>Parent/Student Handbook</u>
Inappropriate Use of Computer (ex: playing games/accessing non-educational sites/playing music/etc.)	Teacher Detention Possible Discipline Points (3) (Parents contacted by teacher)	Discipline Points (5) (Parents contacted by teacher and parent meeting)	Discipline Points (10) + Office Detention (Parents contacted by administration)	Teachers/Administration should make parents aware of specific details regarding the inappropriate computer use. District Policy Reference <u>Policy 2361</u>
Profanity (undirected use)	Discipline Points (3) Teacher Detention (Parents contacted by teacher)	Discipline Points (5) + Office Detention (Parents contacted by teacher and/or administration)	Discipline Points (10) + Office Detention (Parents contacted by administration) Referral to Guidance	Teachers/Administration should make parents aware of specific details regarding the inappropriate language being used.
Tardiness to Class (1-10 minutes late)	Teacher Warning	Teacher Detention (Parents contacted by teacher)	Discipline Points (3) (Parents contacted by teacher)	If tardiness continues after 3 occurrences, office detention will be initiated and parents will be contacted by administration
Tardiness to Class (>10 minutes late)	Discipline Points (3) Teacher Detention (Parents contacted by teacher)	Discipline Points (5) (Parents contacted by administration) Referral to Guidance	Discipline Points (10) (Parents contacted by administration) Referral to Guidance	If tardiness continues after 3 occurrences, student may be issued an unexcused absence for $\frac{1}{2}$ day.

Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Forgery (ex: parent signatures)	Teacher Detention + Discipline Points (5) (Parents contacted by teacher)	Discipline Points (10) + Office Detention (Parents contacted by teacher and parent meeting) Referral to Guidance	Discipline Points (15) + Office Detention (Parents contacted by administration) Referral to Guidance	Teachers/Administration should make parents aware of specific details regarding the forgery used.
Gambling (ex: money/valuables exchanged)	Discipline Points (5) Parents contacted by administration Referral to Guidance Office Detention	Discipline Points (10) + Office Detention (Parents contacted by administration and parent meeting) Referral to Guidance	Discipline Points (15) + Office Detention (Parents contacted by administration) Referral to Guidance Possible Suspension	Teachers/Administration should make parents aware of specific details regarding the gambling being done. If warranted, police may be contacted if the gambling actions are deemed illegal.
Inappropriate Bathroom Use (ex: excessive trips to bathroom/extended time/etc.)	Teacher Detention + Discipline Points (5) (Parents contacted by teacher)	Discipline Points (10) + Office Detention (Parents contacted by teacher and parent meeting)	Discipline Points (15) + Office Detention and/or Possible Suspension (Parents contacted by administration)	Teachers/Administration should make parents aware of specific details regarding the excessive bathroom use.
Insubordination (ex: being argumentative with teacher or staff/refusal to respond to directions/etc.)	Teacher Detention or Office Detention + Discipline Points (10) (Parents contacted by teacher)	Discipline Points (15) + Office Detention (Parents contacted by teacher and parent meeting)	Discipline Points (20) + Office Detention (Parents contacted by administration)	Teachers/Administration should make parents aware of specific details regarding the type of insubordination. Further insubordination can lead to In-School-Suspension (ISS) and Referral to Guidance
Leaving the Classroom (walking out without permission)	Discipline Points (10) Teacher or Office Detention (Parents contacted by teacher)	Discipline Points (15) + Office Detention (Parents contacted by administration and parent meeting)	Discipline Points (20) + Office Detention (Parents contacted by administration) Possible Suspension	Teachers/Administration should make parents aware of specific details regarding circumstances of the student leaving the classroom.
Skipping an Assigned Detention (teacher or office)	Teacher Detention + Discipline Points (5) (Parents contacted by teacher)	Discipline Points (10) + Office Detention (Parents contacted by teacher and parent meeting)	Discipline Points (15) + Office Detention (Parents contacted by administration)	Continued skipping of assigned detention can lead to In-School-Suspension (ISS) or Out-of-School-Suspension (OSS)

Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Profanity (directed use towards staff)	Discipline Points (10) + Office Detention (Parents contacted by administration) *Teacher may call office to remove student if necessary*	Discipline Points (15) + Office Detention(s) and/or Possible Suspension (Parents contacted by administration and parent meeting) *Teacher may call office to remove student if necessary*	Discipline Points (20) + In-School Suspension (Parents contacted by administration) *Teacher may call office to remove student if necessary*	Teachers/Administration should make parents aware of specific details regarding the use of profanity.
Profanity (directed use towards student)	Teacher Detention + Discipline Points (10) (Parents contacted by teacher) *Teacher may call office to remove student if necessary*	Discipline Points (15) + Office Detention (Parents contacted by administration and parent meeting) *Teacher may call office to remove student if necessary*	Discipline Points (20) + Office Detention (Parents contacted by administration) *Teacher may call office to remove student if necessary*	Teachers/Administration should make parents aware of specific details regarding the use of profanity.
Drugs/Alcohol/ Vaping/Cigarettes (use or possession)	Immediate Office Referral + Office Detention(s) + Discipline Points (35) (Parents contacted) (Police contacted) Sent for medical referral	Immediate Office Referral + ISS + Counseling + Discipline Points (35) (Parents contacted) (Police contacted) Sent for medical referral	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted) (Police contacted) Sent for medical referral	A student may be sent out for additional counseling and/or clearance. A student may also face legal charges. District Policy References <u>Policy 5530</u> & <u>Policy</u> <u>5533</u> Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
False Alarms (pulling a fire alarm/lock down/etc)	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	A student may be sent out for additional counseling and/or clearance. A student may also face legal charges. Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.

Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Fighting (initiating physical contact with another student/s)	Immediate Office Referral + Sent Home + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Sent Home + multiple OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Sent Home + multiple OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	A student may be sent out for additional counseling and/or clearance. Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
Fighting (engaging in physical contact with another student/s via self defense)	Immediate Office Referral + Possibly Sent Home + ISS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Possibly Sent Home + multiple ISS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Sent Home + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	A student may be sent out for additional counseling and/or clearance. Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
H.I.B. Incident (any act that qualifies under HIB statute. Ex: Bullying, cyber bullying, harassment)	Discipline Determined By Outcome of Investigation	Discipline Determined By Outcome of Investigation	Discipline Determined By Outcome of Investigation	Discipline will be determined by the outcome and circumstances of the investigation/situation. District Policy Reference Policy 5512 & Policy 5512.2 Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
Leaving School Grounds (leaving campus without permission)	Immediate Office Referral + multiple Office Detentions + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + ISS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Teachers/Administration should make parents aware of specific details regarding circumstances of the student leaving campus

Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Physical Attack on Staff	Immediate Office Referral + Sent Home + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Sent Home + multiple OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Sent Home + multiple OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	A student may be sent out for additional counseling and/or clearance. District Policy Reference <u>Policy 5612</u> Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
Possession of Weapons (ex: flammables/ knife/etc.)	Immediate Office Referral + Possible Sent Home + Office Detention(s) + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Possible Sent Home + ISS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	Immediate Office Referral + Possible Sent Home + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted)	A student may be sent out for additional counseling and/or clearance. A student may also face legal charges. District Policy References <u>Policy 5613</u> Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
Stealing/Theft	Discipline Points (10) + Teacher Detention and/or Office Detention (Parents contacted by teacher)	Discipline Points (15) + Office Detention (Parents contacted by teacher and parent meeting)	Discipline Points (25) + Office Detention and/or Possible Suspension (Parents contacted by administration)	Continued instances of stealing can lead to In-School-Suspension (ISS) and Possible Police Contacted
Vandalism/Graffiti (ex: destruction of school property)	Immediate Office Referral + Possible Sent Home + Multiple Office Detentions + Discipline Points (35) (Parents contacted cost forwarded to parents) (Possible Police contacted)	Immediate Office Referral + Possible Sent Home +ISS + Discipline Points (35) (Parents contacted cost forwarded to parents) (Possible Police contacted)	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted cost forwarded to parents) (Possible Police contacted)	A student may be sent out for additional counseling and/or clearance. A student may also face legal charges. District Policy References <u>Policy 5513</u> & <u>Policy 7610</u> Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.

Infraction	1st Offense	2nd Offense	3rd Offense	Additional/Other Information
Videotaping/Taking Pictures (unsolicited)	Immediate Office Referral + multiple Office Detentions + Discipline Points (35) (Parents contacted) (Possible Police contacted) Device should be taken from student and brought to main office	Immediate Office Referral + ISS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted) Device should be taken from student and brought to main office	Immediate Office Referral + OSS + Counseling + Discipline Points (35) (Parents contacted) (Possible Police contacted) Device should be taken from student and brought to main office	Teachers/Administration should make parents aware of specific details regarding any recording. District Policy Reference Policy 5516 Suspension will also disqualify students from attending school sponsored field trips and may restrict participation in extracurricular activities.
Inappropriate Cafeteria/Recess Behavior (calling or yelling out in cafeteria/disrupting lunch procedures/disrespect of lunch staff/inappropriate conduct during recess/refusing to clean their place/throwing food/etc.)	Discipline Points (5) + Student may be removed from recess/cafeteria and brought to lunch detention with teacher on lunch duty for the remainder of the period in designated lunch detention classroom Possible Office Detention. (Parent contacted by teacher and/or administrator)	Discipline Points (10) + Office Detention Student is removed from recess/cafeteria and brought to lunch detention with teacher on lunch duty for the remainder of the period in designated lunch detention classroom (Parent contacted by teacher and/or administrator)	Discipline Points (15) + Office Detention and/or Possible Suspension Student is removed from recess/cafeteria and brought to lunch detention with teacher on lunch duty for the remainder of the period in designated lunch detention classroom. (Parent contacted by administration)	Continued inappropriate cafeteria/recess behavior may lead to further discipline including: Referral to Guidance Office Detentions, In-School-Suspension (ISS) or Out-of-School-Suspension (OSS)

**Anything not included on this chart will be at the discretion of the building and district administration.