

Discipline Matrix Definitions

Below is a list of infractions with an explanation of each. A student committing any of these offenses will be disciplined using the discipline matrix as a guide. Any violation not listed will be handled at the discretion of the administrator involved.

1. **Abuse of a Teacher** – Any student who directs speech or conduct toward a teacher or administrator when the student knows or should know that the speech or conduct will disrupt or interfere with the normal school activities or will nullify or undermine the good order and discipline of the school.
2. **Activating False Fire Alarm** – Falsely alerting the school or fire department to a non-existent fire.
3. **Aggressive Behavior Toward Any School Employee** – Physical contact or threat of physical contact whether verbal, through body language or posture (including clenched fist, proximity to staff, etc.) or in written form toward school employees, their families or property, with the intention of doing physical or bodily harm.
4. **Arson** (setting fire) – Use of any incendiary device to start a fire within the school or on school grounds.
5. **Assault** – Person or persons initiating physical attack. The school administrator shall file a report with the appropriate law enforcement agency.
6. **Bomb Threat** – Making a threat that a bomb has been placed in or is about to explode on school property or at a school-sponsored activity.
7. **Bullying Staff or Student** – To intimidate by verbally abusing, threatening, or harassing; threatening or harassing in writing, any member of the school staff or student body.
8. **Classroom Disruption** – Any act of a student(s) which interrupts teacher or other students in the classroom.
9. **Defiance** – Willful refusal by a student to respond to any reasonable request of authorized school personnel. This includes failure to identify oneself when requested.
10. **Derogatory/Inflammatory/Profane/Vulgar Remarks to a Faculty or Staff Person** – Using words, phrases, or gestures that are inappropriate in general conversation or directed toward school personnel.
11. **Derogatory/Inflammatory/Profane/Vulgar Remarks to a Student** – Using words, phrases, or gestures that are inappropriate in general conversation or directed toward students.
12. **Disorderly Conduct** – Any type of inappropriate conduct which occurs outside of the classroom.
13. **Disregard for “Off Limits” Area** – Students found in areas designated as off limits during the school day. These areas are custodial closets, storage rooms, gymnasium, etc.
14. **Disruption of School** – Any individual or group whose conduct is disruptive to the orderly educational procedure of the school.
15. **Failure to Follow Directions** – Failure to follow the directions of school staff, i.e., not having classroom supplies or textbooks.
16. **Failure to Return to Class in a Timely Manner** – Failure to return to class after lunch, being called from class, going to restroom, etc., in a timely matter.
17. **Failure to Serve a Saturday Detention** – Failure to follow through an assigned time on Saturday. Students assigned Saturday detentions on or before Wednesday will be assigned the Saturday of that week or the following Saturday. Students assigned Saturday detentions on Thursday or Friday will be assigned one of the following two Saturdays. Failure to serve a Saturday detention will result in a \$50.00 fine.
18. **Failure to Sign In or Out of School** – All students must check in if arriving to school after the tardy bell has rung or check out if leaving prior to the end of the normal school day in the front office. Students who are tardy will be given a tardy slip to be admitted into class.
19. **Fighting** – Students who engage in physical contact for the purpose of inflicting harm on the other person, or who choose to retaliate in kind after physical contact has occurred.
20. **Verbal Altercation** –
21. **Food/Drink in Building Out of Designated Area** –

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22. **Forgery** – The act of falsely using the name of another person, or falsifying documents or correspondence from, to, or used by the school. The person whose name is forged shall be notified. This includes altering notes or school documents in any manner.
23. **Gambling** – Participating in games of chance (i.e., rolling dice, tossing coins, cards) for the express purpose of exchanging money or property.
24. **Inappropriate Behavior** –
25. **Inappropriate Language** –
26. **Misuse of Technology** – Any violation of the Acceptable Use Policy
27. **Offense of School Dress Code** – Violation of dress code provisions as listed in the student handbook. This list can be amended without prior notice by the administration. Hats, handkerchiefs, sunglasses, etc. worn in violation of the dress code will be confiscated and returned at the end of the semester.
28. **Out of Designated Area** - Students found to be out of the designated area during lunch period.
29. **Possession of Technology Device** – MP3, iPod, cell phone, etc. ALL HS student cellphones should be in lockers during the school day. All HS students will abide by the iPad policy for school issued iPads. Repeated violations of this policy may result in a loss of the school issued iPad and the student/parent will be responsible to provide required textbooks that were being used as e-books on the iPad. ALL MS/Upper Elementary students MUST have a signed/approve BYOD policy on file in office to use and/or possess a device during the school day.
30. **Possession of Tobacco on Person/Smoking/Use of Tobacco Products** – The possession of or use of tobacco products (smoking, dipping, chewing, etc.) on school property which means inside the building, outside the building, and at school-sponsored functions.
31. **Possession of Weapon or Dangerous Instrument** – The possession of any instrument that can be perceived as a weapon, including but not limited to fireworks, explosives, knives, clubs, guns (including muzzle loaders, shotguns, rifles, pistols, BB/pellet guns), chains (including chains attached to wallets or pants), razor blades, bow/arrows, crossbows and the like that can be used to inflict bodily injury to another person. An administrator shall file a report with the appropriate law enforcement agency.
32. **Preventing Outside Door from Locking** – Students found using any instrument or object to disengage locking mechanism of an outside door.
33. **Public Display of Affection** – Showing physical affection toward another student, drawing unnecessary attention (i.e. kissing, hugging, etc.) which causes embarrassment to school personnel, other students, or guests.
34. **Discipline Code of Conduct Offense** –
35. **Repeated Suspensions** – Any student who repeatedly subjects himself to violations of school policy which warrants suspension. Upon accumulating a total of ten or more days in absences from suspensions, the student may be recommended to the School Board for expulsion.
36. **Selling Items without Permission** – Transfer of goods for money (pencils, candy, soft drinks, etc.) not authorized by the school.
37. **Setting Off Fireworks, Smoke Bombs** – Activating or being an accomplice in causing any type of fireworks (explosives) to cause a disturbance.
38. **Sexual Harassment/Misconduct** – Unwanted sexual attention toward students, staff members, faculty, or anyone the victim may interact with in order to fulfill school duties. The range of behaviors includes: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, or other forms of unwanted touching.
39. **Skiping Class or School** – Failure to attend any regularly scheduled class or assigned school activity without a valid excuse. Tardiness or 10 minutes or more shall be considered skipping.
40. **Theft** – The taking of property of others (students, teachers, visitors, school system, etc.) without their consent; the possession of stolen property; the sale of stolen property.

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41. **Unauthorized Parking/Unauthorized Use of Parking Permits** – Students parking on school grounds without valid parking permit or using another student’s parking permit.
42. **Unexcused Tardies to Classroom** (after 1st hour class – 2nd through 7th hour) – A student will be considered tardy and listed as such if he/she arrives at his/her classroom after the bell sounds. The teacher will warn the student the first two times the tardy occurs.
43. **Unexcused Tardies to School** (7:45 – 1st hour) – A student will be considered tardy and listed as such if he/she arrives at school after the bell sounds.
44. **Use of Weapon or Dangerous Instruments** – The actual use of such items listed in Number 31.
45. **Sale of Distribution of Alcohol or Drugs** – Possession of or sale of alcoholic beverages of harmful narcotics in one’s personal belongings, locker, or car during school hours or at school-sponsored events.
46. **Use or Possession of Alcohol or Drugs** – Drinking of alcoholic beverages or use of harmful narcotics on school grounds or at any school-sponsored affair (athletic contests, parties, dances, etc.) is prohibited.
47. **Vandalism** – Destruction, mutilation, or defacement of school buildings, grounds, or property located in or outside of the school, property of school personnel, students, or others.
48. **Violation of Suspension Conditions** – Not abiding by the guidelines of suspension such as being on school property or attending school activities while suspended.

There are other acts of misbehavior, violation of school regulation, or violation of criminal law that are not included in this list. In such instances, disciplinary action will be at the discretion of the Principal, Assistant Principal and/or the Board.