

## DISCIPLINE

**Any decision regarding a disciplinary issue not specifically covered in the hand book remains under the jurisdiction of the building administrator.**

### TYPES OF INFRACTIONS

#### **Class I**

1. Truant from an assigned class (2 detentions).
2. Accumulating 10 tardies to class during a grading period.
3. Being caught in areas that are termed off-limits (gym, auditorium, stairwells in the morning and be unsupervised behind the building any time during the school day).
4. Loitering in the restrooms.
5. Loitering in parking lot after arriving at school.
6. Reckless operation of a motor vehicle.
7. Students may not go to their cars during the school day without permission from the office.
8. Using inappropriate language or obscene gestures, writing, or drawings.
9. Note writing.
10. Gambling.
11. Sent to office but failed to report.
12. Inappropriate display of affection. (PDA)
13. Taking food out of the cafeteria without a teacher's permission.
14. Insubordination
15. Horseplay
16. Leaving class without permission.

#### **Class I disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 3 detentions
2	up to 6 detentions
3	up to 3 Saturday Schools
4	up to 6 Saturday Schools
5	up to 3 days In-School-Suspension
6	up to 6 days In-School-Suspension
7	up to 10 days out-of -School-Suspension and possible recommendation for expulsion

## **Class II**

1. Truant from school (1/2 day = 1 Sat, full day = 2 Sat.)
2. Leaving school property without permission
3. Abusive behavior, verbal/written abuse
4. Refusing to comply with reasonable directions or commands given by school personal.
5. Throwing food or other objects in the cafeteria or classroom.
6. Forgery of any kind
7. Falsifying information
8. Cheating, plagiarism
9. Distribution/possession of pornographic material
10. Solicitation without permission
11. Misuse of school /personal property
12. Spitting on another student, their clothing, or possessions.
13. Extortion
14. Skipping detention or Saturday school
15. Disruptive behavior as determined by the building administrator.
16. Using a cell phone or other electronic devices during school hours (if you have possession of a cell phone and it rings, you will suffer the consequence)
17. Possession /use of tobacco products  
First offense = 3 Saturday schools, tobacco school and no pass list for the remainder of the year.  
Second offense = 5 days ISS and charges will be filed.  
Subsequent offenses ISS and charges will be filed on each offense.

## **Class II disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 3 Saturday Schools
2	up to 6 Saturday Schools
3	up to 3 days In-School-Suspension
4	up to 6 days In-School-Suspension
5	up to 10 days out-of -School-Suspension and possible recommendation for expulsion

### **Class III**

1. Disrespect, verbal or written abuse, obscene gesture to an employee.
2. Using profanity or obscene gestures in speaking to school personal during the day or at any school function.
3. Physical abuse of another student.
4. Stealing or being caught with stolen items.
5. Threats or threatening behavior
6. Destruction of school property (restitution must be paid)
7. Bullying
8. Harassment
9. Hazing
10. False fire, 911 calls, etc...
11. Inappropriate touching
12. Any action, athletic prank or vandalism against schools that compete against Nelsonville-York.
13. Racial or sexual harassment towards anyone on school grounds.

### **Class III disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 6 Saturday Schools
2	up to 6 days In-School-Suspension
3	up to 10 days out-of -School-Suspension and possible recommendation for expulsion

### **Class IV**

1. Use and/or possession of any type of fire crackers or similar explosive device (there will be a minimum 5 day suspension with possible charges being filed).
2. Verbally threatening any staff member (there will be a minimum 10 day suspension with possible charges being filed).
3. Assault on another student or school employee.
4. Bomb scare
5. Physical abuse, or threat of, to an employee or property of the school district
6. Starting fires, arson
7. Sexual misconduct
8. Disruption of school - A student shall not by any action cause any disruption to school or a school related activity.

### **Class IV disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 10 days out-of -School-Suspension and possible recommendation for expulsion, legal action may be taken

## **Class V**

1. A student shall not have in his possession any type of firearm or other lethal weapon (knives, sword, nun chucks, brass knuckles, etc.) while on school grounds. This may result in automatic expulsion and charges being filed.
2. Threats to school safety
3. Selling/distributing counterfeit substances
4. Selling/distributing illegal drugs, alcohol, or other prohibited substances.

## **Class V disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	Ten (10) day out-of-school suspension, recommendation for expulsion and legal action.

## **SEXUAL HARASSMENT**

A student shall not engage in any activity, sexual in nature, that is unwanted or unwelcome including, but not limited to, unwanted touching, sexual name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. These offenses will be treated at the upper limits of a class III infraction.

## **HAZING, BULLYING AND DATING VIOLENCE**

Harassing, hazing, intimidation, bullying and/or dating violence behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, bullying and dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school provided transportation or at any official school bus stop.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing or bullying activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing or bullying. All hazing and bullying incidents shall be reported immediately to the building principal or superintendent. These offenses will be treated at the upper limits of a class III infraction.

## **ATTENDANCE**

1. Students will be labeled habitual if they miss 5 consecutive days, 7 days in a month and/or 12 days in a year.
2. Students will be labeled chronic after missing 7 consecutive days, 10 days in a month, and/or 15 days in a year.
3. An Administrative Hearing will be held with the attendance officer and/or the principal. This hearing will be made through the County Juvenile Court in lieu of charges being filed.

### **A COMBINATION OF EXCUSED AND UNEXCUSED ABSENCES MAY TOTAL NO MORE THAN 15 DAYS.**

1. Pupils may be excused from classes for a short time upon written request of the parent and approval of the principal.
2. The following are excused absences until 15 days have been missed:
  - a. Personal illness
  - b. Illness in the immediate family
  - c. Death in the immediate family
  - d. Personal family business which requires the presence of the child

After 15 days the only excused absences are:

- a. medical
- b. court
- c. funeral

**All of which must be documented. Such documentation must be presented to the office within 14 school days after the last date of absence.**

3. THE SCHOOL MUST BE NOTIFIED BEFORE 8:00 EACH DAY A STUDENT IS ABSENT. If notification is not received, the home will be contacted by phone or the truant officer. ADMIT SLIP: Pupils who have been absent from school are to report to the office before school and present a written excuse from a parent. Absentees must present the admit slip to ALL TEACHERS UPON THEIR RETURN TO CLASS.

No written excuse from parents will be accepted later than TWO WEEKS after the student has returned to school.

4. 18 year old attendance contract - An attendance contract will be negotiated with the student if their attendance becomes a problem.
5. Students participating in athletic/co-curricular/after school activities must meet the attendance requirements in order to participate that day.
6. Appointments- any unreasonable time not covered by the appointment and travel time will be considered an absence.

## **CLASS ATTENDANCE**

Class attendance will be taken each period. The teacher of record is the ONLY teacher with the authority to excuse you from class during that period. Failure to obtain that teacher's permission to miss class will be considered truancy.

Students are expected to attend all scheduled classes. Unexcused class absences will result in disciplinary action. Class cuts are unexcused absences; work missed because of a class cut receives no credit.

## MAKE-UP WORK

Students are required to complete make-up work due to absence within the same amount of time that they were absent. If you were absent two days, you have two days to complete the make-up work. Only in special situations will teachers extend this time. **Before requesting homework or missed work from the office, parents and students are encouraged to check teacher postings on HomeworkNow for any needed make-up work. A HomeworkNOW link can be found on the school website.** Upon the second straight day of absence, homework may be requested before 10:00 a.m. and available after 2:30 p.m. that day. Excuses must be brought to the office within two weeks after returning to school. Excuses brought in after two weeks may not be accepted. Unexcused absences will **not** be afforded make-up privileges. A student using a calamity excuse must complete make-up work the same day or no later than the next day, but at the teacher's discretion. It is the student's responsibility to see that all make-up work is completed on time.

## UNEXCUSED ABSENCES

**Four** unexcused tardy and/or early sign-outs after 1:00 shall be counted as **one** day of unexcused absence for the purpose of implementing the above policy. A student shall be required to make up any days he/she is absent more than 15 unexcused days. Exceptions to this will be hospital confinements and home confinements created by doctor's instructions, or due to childhood diseases, i.e. mumps, chicken pox, etc.

No work can be made up for any *suspensions and expulsions*. **NO WORK CAN BE MADE UP FOR ANY UNEXCUSED ABSENCE. UNEXCUSED ABSENCES WILL OCCUR FOR THE FOLLOWING REASONS:**

- a. Oversleeping
- b. Staying out of school to work
- c. Missing the school bus
- d. Neglecting to bring note from parents stating reason for absence.

## COLLEGE VISITATION DAYS

These days will be considered excused absences as long as the student returns official verification from the college or university upon returning to school.

Juniors will be allowed 1 college visitation day per year.

Seniors will be allowed 2 college visitation days per year.

## EARLY DISMISSALS

Early dismissal requests from students will be granted upon these conditions:

1. Appointment and job interviews should be scheduled after school hours if possible.
2. Requests for early dismissal should be submitted at the beginning of first period. The home/work telephone numbers of the students' parents/guardians should be on the requests for verification purposes.
3. The request for early dismissal should include the reason that the student needs to be dismissed early.

## **PERSONAL CONVENIENCE**

A personal convenience absence shall be defined as one which has the approval of a child's parent or guardian but which is not legally excusable under the laws of the state of Ohio. A form must be obtained in the office 48 hours prior to the absence and must be returned no later than 24 hours prior to the absence. This form must be presented to all of the student's teachers. The school can assume no responsibility for a drop in grades suffered by a pupil who is absent due to a personal convenience. Arrangements to make up tests must be made by the pupil.

## **FIELD TRIP ABSENCES**

Students are responsible for making-up missed assignments. Participation in school sponsored activities not covered in co-curricular code of conduct will be subject to administrator's approval.

## **TARDINESS TO SCHOOL**

When a student is late to school, he/she must report to the office immediately with a note from his/her parents or guardian explaining the lateness. Any late student not signing in will be considered absent.

- a. Students signing in after 9:00 am will be considered absent 1/2 day.
- b. Students signing out before 1:00 p.m. will be considered absent 1/2 day.
- c. A student may have no more than 8 tardies to school and/or early sign-outs per semester. Saturday Schools will be assigned for all tardies past the 8 allowed per semester. After 4 Saturday School assignments, truancy charges may be filed.

STUDENTS PARTICIPATING IN THE CO-CURRICULAR PROGRAM AND AFTER SCHOOL ACTIVITIES are required to be in attendance on or before 9 A.M. to be eligible to participate that day. A student must be in attendance 1/2 day to practice that day. The only exception is that a doctor's excuse will be accepted for a partial absence if the excuse is brought in that same day.

## **APPOINTMENTS**

When you have an appointment (doctor, dentist, etc.) you must abide by the following rules.

1. Bring written permission from your parent or guardian.
2. Report to Principal's office as soon as you arrive at school the day of the appointment.
3. Show the excuse to your teacher at the beginning of the class for which you are to be released.
4. Sign out in the Principal's office.
5. Have appointment note signed by doctor or dentist, etc.
6. Return to school, sign in at the Principal's office and get an admit slip to class.
7. Failure to return an appointment note from doctor or dentist, etc. will result in absence being counted as unexcused.
8. Appointments should be scheduled after school whenever possible.

If you are coming to school late because of an appointment you must bring an excuse signed by the doctor/dentist or person with whom you had the appointment.