

## DISCIPLINE GUIDELINES

Discipline guidelines are meant to provide the student and district with a guide to use during disciplinary action. These guidelines may not be followed if deemed necessary by the building administration.

*Most 1 & 2<sup>nd</sup> offense #'s, 3 ALC, have been removed for greater flexibility.*

### 01 – Truancy

- A. Tardy to School (i.e. 1<sup>st</sup> Period) – per semester . . . . . Main Office handles**
  - 3<sup>rd</sup> Violation . . . . . Warning
  - 4<sup>th</sup> Violation . . . . . 1 Det.
  - 5<sup>th</sup> Violation . . . . . 2 Det.
  - 6<sup>th</sup> Violation . . . . . 1 AD
  - 7<sup>th</sup> Violation . . . . . 2 AD
  - 8<sup>th</sup> Violation . . . . . 3 ALC
  - Additional Violations . . . . . 3 ALC
- B. Tardy to Class (except 1<sup>st</sup> Period) – per semester . . . . . Teacher handles**
  - 3<sup>rd</sup> Violation . . . . . Warning
  - 4<sup>th</sup> Violation . . . . . 1 Det.
  - 5<sup>th</sup> Violation . . . . . 2 Det.
  - Additional Violations . . . . . Office Referral
- C. Class Cut (1 or 2 Periods)**
  - 1<sup>st</sup> Violation . . . . . AD, 3 ALC
  - 2<sup>nd</sup> Violation . . . . . 3 ALC
  - 3<sup>rd</sup> Violation . . . . . 5 ALC or 3 OSS
  - 4<sup>th</sup> Violation . . . . . 5 ALC or 5 OSS
- D. Leaving Class w/o Permission**
  - 1<sup>st</sup> Violation . . . . . AD, 3 ALC
  - 2<sup>nd</sup> Violation . . . . . 3 ALC
  - 3<sup>rd</sup> Violation . . . . . 5 ALC or 3 OSS
  - 4<sup>th</sup> Violation . . . . . 5 ALC or 5 OSS
- E. Leaving School Grounds w/o Permission**
  - 1<sup>st</sup> Violation . . . . . AD, 3 ALC
  - 2<sup>nd</sup> Violation . . . . . 3 ALC
  - 3<sup>rd</sup> Violation . . . . . 5 ALC or 3 OSS
  - 4<sup>th</sup> Violation . . . . . 5 ALC or 5 OSS
  - 5<sup>th</sup> Violation . . . . . 5 – 10 OSS, Possible Recommendation for Expulsion
- F. Yellow and/or Combination Yellow/Red Absences – per year**
  - 3<sup>rd</sup> Absence . . . . . Letter Sent Home
  - 5<sup>th</sup> Absence . . . . . Letter Sent Home
  - 7<sup>th</sup> Absence . . . . . AD & Letter Sent Home
  - 10<sup>th</sup> Absence . . . . . 2 AD & Letter Sent Home
  - 12<sup>th</sup> Absence . . . . . 3 ALC & Letter Sent Home
  - 15<sup>th</sup> Absence . . . . . 3 ALC & Letter Sent Home
  - Additional Absence . . . . . 3 ALC (per day)
- G. Red Absences – per year**
  - 3<sup>rd</sup> Absence . . . . . Letter Sent Home
  - 5<sup>th</sup> Absence . . . . . 2 AD & Letter Sent Home
  - 7<sup>th</sup> Absence . . . . . 3 ALC & Letter Sent Home
  - 10<sup>th</sup> Absence . . . . . 3 ALC & Letter Sent Home
  - 12<sup>th</sup> Absence . . . . . 3 ALC & Letter Sent Home
  - 15<sup>th</sup> Absence . . . . . 5 ALC & Letter Sent Home
  - Additional Absence . . . . . 3-5 ALC (per day)
- **Reported/Verified Truancy . . . . . 3 – 5 ALC**
- **Juvenile Court and/or Bureau of Motor Vehicle Involvement**
  - Based upon the entire academic school year as outlined in Attendance Policy.

**02 – Disobedient/Disruptive/Inappropriate Behavior**

**A. Disruption of School**

- Inappropriate Language or Behavior
  - a. Invitation to Confer
  - b. AD, ALC, OSS, or possible Rec. Exp.
- Inappropriate Blocking or Occupancy of School Areas
  - a. Invitation to Confer
  - b. AD, ALC, OSS, or possible Rec. Exp.
- Throwing Objects(food, eraser, etc.)
  - 1<sup>st</sup> Violation . . . . . 1-2 AD
  - 2<sup>nd</sup> Violation . . . . . 3 AD or 3 ALC
  - 3<sup>rd</sup> Violation . . . . . 3-5 ALC or 3 OSS
  - 4<sup>th</sup> Violation . . . . . 5 ALC or 5-10 OSS

**B. Insubordination**

- Failure to Obey Instruction/Directive; Providing Misleading Information; Lying to School Staff
  - a. Invitation to Confer
  - b. AD, ALC, OSS, or possible Rec. Exp.

**C. Refusing to Accept/Serve Discipline**

- Cutting Teacher Detention
  - 1<sup>st</sup> Violation . . . . . 2 Det.
  - 2<sup>nd</sup> Violation . . . . . 1 AD
  - 3<sup>rd</sup> Violation . . . . . 2 AD
  - 4<sup>th</sup> Violation . . . . . 3 ALC or 3 OSS
- Cutting Administrative Detention
  - 1<sup>st</sup> Violation . . . . . 2 AD
  - 2<sup>nd</sup> Violation . . . . . 3 ALC or 3 OSS
  - 3<sup>rd</sup> Violation . . . . . 5 ALC or 3 OSS
  - 4<sup>th</sup> Violation . . . . . 5 ALC or 3 - 5 OSS

**D. Violation of Individual School, Hallway, or Classroom Rule**

- Based on individual classroom teachers rules and procedures
- 1<sup>st</sup> Violation . . . . . 1 AD
  - 2<sup>nd</sup> Violation . . . . . 2 AD
  - 3<sup>rd</sup> Violation . . . . . 3 ALC
  - 4<sup>th</sup> Violation . . . . . 3-5 ALC or 3 OSS

**E. Aiding or Abetting Violation of School Rules**

- Based upon nature and severity of infraction, discipline may include:
- a) Invitation to Confer
  - b) AD, ALC, OSS, or possible Rec. Exp.

**03 – Fighting/Violence**

Based upon nature and severity of infraction, discipline may include:

- **Charges may be filed through the Clark County Courts**

**A. Of Employee and Others**

- 1<sup>st</sup> Violation . . . . . 3-10 OSS and Possible Rec. Exp.
- 2<sup>nd</sup> Violation . . . . . 10 OSS and Rec. Exp.

**B. Of Another Student**

- All Violations . . . . . AD, ALC, OSS, or Possible Rec. Exp.

**04 – Vandalism/Damage to School or Personal Property**

Based upon nature and severity of infraction, discipline may include:

- **Charges may be filed through the Clark County Courts**

**A. Of School**

All Violations . . . . . Restitution, AD, ALC, or OSS

**B. Of Employee and Others**

All Violations . . . . . Restitution, AD, ALC, or OSS

**C. Of Another Student**

All Violations . . . . . Restitution, AD, ALC, or OSS

**05 – Theft/Stealing of School or Personal Property**

Based upon nature and severity of infraction, discipline may include:

- **Charges may be filed through the Clark County Courts**

**A. Of School**

All Violations . . . . . Restitution, AD, ALC, or OSS

**B. Of Employee and Others**

All Violations . . . . . Restitution, AD, ALC, or OSS

**C. Of Another Student**

All Violations . . . . . Restitution, AD, ALC, or OSS

**06 – Use, Possession, Sale, or Distribution of a Firearm**

Based upon nature and severity of infraction, discipline may include:

- **Possible Permanent Exclusion**
- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**  
 1<sup>st</sup> Violation . . . . . Confiscate, Notify Deputy, and 3-10 OSS and Rec. Exp.  
 2<sup>nd</sup> Violation . . . . . Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

**07 – Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas**

Based upon nature and severity of infraction, discipline may include:

- **Possible Permanent Exclusion**
- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**  
 1<sup>st</sup> Violation . . . . . Confiscate, Notify Deputy, and 3-10 OSS and Rec. Exp.  
 2<sup>nd</sup> Violation . . . . . Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

**08 – Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas**

Based upon nature and severity of infraction, discipline may include:

- **Possible Permanent Exclusion**
- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**  
 1<sup>st</sup> Violation . . . . . Confiscate, Notify Deputy, and 3-10 OSS and Rec. Exp.  
 2<sup>nd</sup> Violation . . . . . Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

**09 – Use, Possession, Sale, or Distribution of Tobacco**

Based upon nature and severity of infraction, discipline may include:

- **Charges may be filed through the Clark County Courts**
  - 1<sup>st</sup> Violation . . . . . ALC or OSS
  - 2<sup>nd</sup> Violation . . . . . OSS
  - 3<sup>rd</sup> Violation . . . . . 3-5 OSS
  - 4<sup>th</sup> Violation . . . . . 5 OSS
  - 5<sup>th</sup> Violation . . . . . 10 OSS and Rec. Exp.

**10 – Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages**

Based upon nature and severity of infraction, discipline may include:

- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**  
All Violations . . . . . Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

**11 – Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol**

Based upon nature and severity of infraction, discipline may include:

- **Drivers License may be revoked or withheld by the Ohio Bureau of Motor Vehicles**

**A) Illegal medications, Narcotics, and Stimulate Drugs**

All Violations . . . . . Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

**B) Over-the-Counter Medications or Prescriptions w/o Proper Documentation**

1<sup>st</sup> Violation . . . . . Confiscate, Possible OSS and Rec. Exp.

2<sup>nd</sup> Violation . . . . . Confiscate, Notify Deputy, and 10 OSS and Rec. Exp.

**12 – Code No Longer Used by EMIS**

**13 – Code No Longer Used by EMIS**

**14 – False Alarm/Bomb Threat/Setting Fire**

Based upon nature and severity of infraction, discipline may include:

**A) Setting Fires/Improper Use of Fire**

1<sup>st</sup> Violation . . . . . Notify Deputy, 3-10 OSS and Possible Rec. Exp.

2<sup>nd</sup> Violation . . . . . Notify Deputy, 10 OSS and Rec. Exp.

**B) False Alarm/Bomb Threat**

1<sup>st</sup> Violation . . . . . Notify Deputy and Fire Marshall and 10 OSS

2<sup>nd</sup> Violation . . . . . Notify Deputy, 10 OSS and Rec. Exp.

**15 – Code No Longer Used by EMIS**

**16 – Code No Longer Used by EMIS**

**17 – Code No Longer Used by EMIS**

**18 – Disobedient/Disruptive**

**A. Dress and Grooming**

- Student may be sent to ALC until clothing can be changed/alterd to be in compliance with policy
- Any class time missed to correct a problem will result in no credit given for work missed and the absence being a “Red” Slip

1<sup>st</sup> Violation . . . . . Warning, Possible AD

2<sup>nd</sup> Violation . . . . . AD

3<sup>rd</sup> Violation . . . . . 3 ALC

4<sup>th</sup> Violation . . . . . 5 ALC

**B. Display of Affection**

1<sup>st</sup> Violation . . . . . Warning, Possible AD

2<sup>nd</sup> Violation . . . . . 1-2 AD, Call Parent

3<sup>rd</sup> Violation . . . . . 2 AD

4<sup>th</sup> Violation . . . . . 3 ALC

**19 – Harassment/Intimidation/Threat**

- Based upon the nature and severity of the offense, the student may be referred to the local law enforcement officials and/or face charges through the criminal justice or juvenile delinquency system. In order to file official charges, it may be necessary for the victim and/or their parent/guardian to report the complaint.

**A. General Abuse of Others**

All Violations . . . . . Warning, AD, ALC, or OSS  
Possible Rec. Exp.

**B. Harassment**

All Violations . . . . . Warning, AD, ALC, or OSS  
Possible Rec. Exp.

**C. Intimidation and Extortion**

All Violations . . . . . Warning, AD, ALC, or OSS  
Possible Rec. Exp.

**D. Threat**

All Violations . . . . . Warning, AD, ALC, or OSS  
Possible Rec. Exp.

**E. Bullying**

All Violations . . . . . Warning, AD, ALC, or OSS  
Possible Rec. Exp.

**F. Cyberbullying**

All Violations . . . . . Warning, AD, ALC, or OSS  
Possible Rec. Exp.

**G. Gang Related Activity**

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
- **Charges may be filed through the Clark County Courts**

**H. Hazing**

- Conference: Unit Principal and Advisor decision.

**I. Terroristic Threat**

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
- Possible notification of Deputy or appropriate authority.
- **Charges may be filed through the Clark County Courts**

**20 – Firearm Look-A-Likes**

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
- **Charges may be filed through the Clark County Courts**

**21 – Unwelcome Sexual Conduct**

Based upon nature and severity of infraction, discipline may include:

- Possible notification of Deputy or appropriate authority.
- **Charges may be filed through the Clark County Courts**

All Violations . . . . . AD, ALC, OSS, or Possible Rec. Exp.

**22 – Serious Bodily Harm**

- Subject to disciplinary action up to and including Suspension and Recommendation of Expulsion from school.
- Possible notification of Deputy or appropriate authority.
- **Charges may be filed through the Clark County Courts**

**101 Gambling (including playing cards)**

- 1<sup>st</sup> Violation . . . . . AD or ALC
- 2<sup>nd</sup> Violation . . . . . AD or ALC
- 3<sup>rd</sup> Violation . . . . . 3 ALC
- 4<sup>th</sup> Violation . . . . . 5 ALC

**102 Student Activities**

**A. Disruption at School Sponsored Events**

- All Violations . . . . . Student must correct disruptive situation prior to entering event.
- 1<sup>st</sup> Violation . . . . . Warning, 1-2 AD, 3 ALC
- 2<sup>nd</sup> Violation . . . . . 1-2 AD, 3 ALC
- 3<sup>rd</sup> Violation . . . . . Exclusion from Extra-Curricular Events, ALC, OSS, Possible Rec. Exp  
(Duration of Exclusion will be determined by the Administration)

**B. Activity Rule Violation or Misappropriation of Money/Resources**

- Conference: Unit Principal and Advisor decision.

**103 Cell Phones, MP3 Players, and Other Electronic Devices**

All Violations . . . . . Confiscate – Return to Parent/Guardian

**A. Use of Personal Technology Device without Permission**

- 1<sup>st</sup> Violation . . . . . AD
- 2<sup>nd</sup> Violation . . . . . AD or ALC
- 3<sup>rd</sup> Violation . . . . . 5 ALC
- 4<sup>th</sup> Violation . . . . . 5 ALC or 3 - 5 OSS

**B. Failing to “Claim Your Device”**

Based on the nature and severity of the infraction, the student may face disciplinary actions based on a Code 103 Infraction as well as a Code 107 - Academic Integrity/Cheating Infraction.

**C. Improper Use of a Personal Technology Device**

Based on the nature and severity of the infraction, the student may face disciplinary actions based on a Code 103 Infraction as well as a Code 02 – Disobedient/Disruptive/Inappropriate Behavior, Code 19 – Harassment/Intimidation/Threat, Code 21 – Unwelcome Sexual Conduct, Code 104 – Unauthorized Publications, or any other appropriate Disciplinary Code Infraction.

**D. Denial of a Personal Technology Device**

Based on the nature and severity of the infraction, the Tecumseh Local School District reserves the right to ban any individual student or group of students from bringing Personal Technology Devices onto school property or to a school-related activity.

**Additionally, students may be reported to the appropriate law enforcement agencies when situations are warranted.**

**104 Unauthorized Publications**

All Violations . . . . . Indefinite Suspension of Computer/Technology Access

- Pornography, Including the Use of Cell Phones or Technology for Transmission
  - 1<sup>st</sup> Violation . . . . . AD, ALC, or OSS
  - 2<sup>nd</sup> Violation . . . . . ALC or OSS
  - 3<sup>rd</sup> Violation . . . . . 3-5ALC to 10 OSS
  - 4<sup>th</sup> Violation . . . . . 3-10 OSS

- Other: Misuse/Unauthorized Use of Computer/Technology or Unauthorized use of Recording Devices  
Violations . . . . . Unit Principal, Principal's Discretion

**105 Student Records and Office Form Alteration**

- Forging or Misuse of Hall Passes, Absence Slips, Doctor Notes, Parent Notes, etc.  
1<sup>st</sup> Violation . . . . . AD or ALC  
2<sup>nd</sup> Violation . . . . . ALC  
3<sup>rd</sup> Violation . . . . . 5 ALC to 3-5 OSS  
4<sup>th</sup> Violation . . . . . 5 ALC or 5 OSS

**106 Student Drivers**

- Subject to Disciplinary Action up to and including Suspension from School.
- Suspension and/or Removal of Driving Privileges on School Grounds during School Hours.
- **Charges may be filed through the Clark County Courts**

**107 Academic Integrity/Cheating**

- Each violation will result in the student earning a grade of 0 points for the assignment/assessment.  
1<sup>st</sup> Violation . . . . . Teacher handles and Documents with Administrator  
2<sup>nd</sup> Violation . . . . . ALC  
3<sup>rd</sup> Violation . . . . . 5 ALC to 3 OSS  
4<sup>th</sup> Violation . . . . . 5 ALC to 5 OSS

**108 Repeated Violations of Student Code of Conduct**

- The violations guidelines will serve as a basic guide for both administrators and students in dealing with disciplinary problems; however, the school and administrators reserve the right to deal with students with repeated problems in an appropriate fashion. **Thus, those students who have previously been assigned 8 AD or 12 days of ALC during the school year may expect the administration to move to the next level of discipline.** Those students who have been suspended repeatedly during the school year may expect a possible Recommendation for Expulsion. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

Due Process is a broad constitutional concept relating to substance and procedure. Due Process includes the following:

- being informed of charges and evidence.
- having the right to appeal.
- being given the opportunity to present one's point of view.