

Hay Springs Middle and High School

2023-2024 Discipline Matrix

Category	Action	1st Offense	2nd Offense	3rd Offense	4th Offense
		20 minute after school detention			
	Tardies (5 tardies - combined from all classes)	1 Week lunch detention			
Category A				1 Day ISS	2 Days ISS
(Attendance Infractions)		20 minute after school detention			
	Unexcused Attendance	1 Week lunch detention			
				1 Day ISS	2 Days ISS
Classroom Conduct	<i>Any behavior in the classroom displaying lack of engagement. Actions include but are not limited to:</i>	Retraining will occur	Teacher / Student Conference	Parent / Guardian Contact	Parent / Guardian Contact
Infraction	General classroom disruptions	for each offense			
	Lack of preparedness				
	Failure to follow classroom expectations				
Category N (Nuisance Items)	<i>Nuisance items include but are not limited to:</i>	Item confiscated for the remainder of the class period by teacher	Item turned into the office for the remainder of the day. Parent contact.	Item confiscated and parent or guardian must come to the school and pick up the item in person	Item confiscated and parent or guardian must come to the school and pick up the item in person. 1 Day ISS
	Cell Phones				
	Laser Pointers				

Hay Springs Middle and High School

2023-2024 Discipline Matrix

Category	Action	1st Offense	2nd Offense	3rd Offense	4th Offense
Category I	<i>Category I infractions are those that negatively impact the learning environment but can be addressed with minimal re-training. These are considered school conduct infractions.</i>	Re-training with the staff member who observed the behavior	1 Detention (30 minutes)	1-Day ISS	2-Days ISS
	Public display of affection				
	Littering				
	Profanity/Vulgarity				
	Food in the classroom				
Dress Code violations					
Category II	<i>Category II infractions are school conduct infractions that remove the ability of the teacher to educate the student. These infractions require more intensive training to correct.</i>	Parent or guardian will be contacted Re-training with staff member who observed the behavior	1 Day ISS	2 Day ISS	3 Day ISS
	Academic dishonesty				
	Disorderly conduct				
	Disorderly conduct on bus				
	Lying				
	Misuse of school material and equipment				
Refusal to participate in class					

Hay Springs Middle and High School

2023-2024 Discipline Matrix

Category	Action	1st Offense	2nd Offense	3rd Offense	4th Offense
Category III	<i>Category III infractions require immediate action from administration. These infractions require cooperation between administration and the family.</i>	Day ISS **CLA violations may result in loss of computer privileges	2 Day ISS	3 Day ISS	2 Day OSS
	Disruption of school/class				
	Inappropriate behavior/gestures				
	Breaking Computer Loan Agreement/ misuse of technology				
	Skipping retraining/detention				
	Leaving school grounds without permission or not attending class				
	<i>Parking Lot Violations:</i>				
	Squealing Tires, Driving over sidewalks, curbs Illegal parking i.e. taking up multiple spots, parking in restricted areas, Speeding				
Category IV	<i>Category IV infractions are either in violation of law as well as school policy or create a situation where a staff member is unable to perform necessary duties.</i>	1-Day OSS *law enforcement may be contacted	2-Day OSS *law enforcement may be contacted	3-Day OSS *law enforcement may be contacted	5-Day OSS *law enforcement may be contacted
	Careless driving				
	False Calls				
	Forgery of notes				
	Minor vandalsm				
	Minor theft				
	Minor threats				
	Destruction of Property - School or personal				
Disrespect to staff Excessive profanity / vulgarity					

Hay Springs Middle and High School

2023-2024 Discipline Matrix

Category	Action	1st Offense	2nd Offense	3rd Offense	4th Offense
Category V	<i>Category V infractions result in immediate out of school suspensions. Category V infractions are beyond classroom disturbances and affect the effective and efficient operation of the school.</i>	Parent or guardian will be contacted to pick up student 3-Day OSS *Law enforcement will be contacted possession situations *Law enforcemen may be called for all other situations	Parent or guardian will be contacted to pick up student 5-Day OSS *law enforcement will be contacted	Parent or guardian will be contacted to pick up student 5-Day OSS *law enforcement will be contacted	Parent or guardian will be contacted to pick up student 5-Day OSS - recommendati on for expulsion *law enforcement will be contacted
	Gross misbehavior				
	Harassment				
	Hazing				
	Bullying				
	Intimidation				
	Verbal assault				
	Insubordination				
	Fighting				
	Promotion or Videoing of Fights				
Possession/use of tobacco products (smoking, chewing, vaping, e-cigarettes)					
Sexting/Indecent Material					
Category VI	<i>Category VI infractions involve physical or emotional acts of harm towards another person(s). These infractions will require immediate attention from parents and may involve law enforcement.</i>	Parent or guardian will be contacted to pick up student Minimum 5 Day OSS -possible recommendation for expulsion Law enforcement may be contacted	Parent or guardian will be contacted to pick up student Minimum 5 Day OSS -possible recommendation for expulsion Law enforcement may be contacted	Parent or guardian will be contacted to pick up student 10 Day OSS Law enforcement may be contacted	
	Sexual Harassment				
	Physical Assault				
	Major Threats				
	Major Theft				
Major Vandalism					

Hay Springs Middle and High School

2023-2024 Discipline Matrix

Category	Action	1st Offense	2nd Offense	3rd Offense	4th Offense
Category VII	<i>Category VII infractions involve physical or emotional acts of harm towards another person(s). These infractions will require immediate attention from parents and may involve law enforcement. All infractions in this category require Law enforcement involvement.</i>	Parent or guardian will be contacted to pick up student	Parent or guardian will be contacted to pick up student		
	Arson	Minimum 10 Day OSS -possible recommendation for expulsion	Minimum 10 Day OSS - recommendation for expulsion		
	Weapons other than firearms	Mandatory Law enforcement involvement	Mandatory Law enforcement involvement		
	False Fire Alarm				
	Use/possession/under the influence of drugs or alcohol				
	Selling Drugs/Alcohol				
Category VIII	<i>Category VIII infractions result in immediate recommendation of expulsion. Law enforcement will be notified.</i>	commendation for expulsion			
	Firearms	Mandatory Law enforcement involvement			
	Physical Assault on a staff member				
	Sexual Assault				
	Bomb Threat				

<i>Assault</i> - Physical attack on another person causing harm without immediate warning and/or provocation.				
<i>Bullying</i> - means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.				
<i>Disruption of School/Class/Assemblies</i> – Examples include yelling, running, persistent talking, horseplay, etc.				
<i>Disruptive Objects</i> – Items include, but are not limited to, tacks, whistles, rubber bands, etc. Items normally used for school activities, i.e. pencils, may be considered disruptive if they are used in a manner outside of their purpose.				
<i>Excessive Profanity/Vulgarity</i> – A stream of profanity and/or gestures that become a major disruption or profanity vulgarity directed towards an individual or group of people.				
<i>Explosives, Fireworks, and Foul Substances</i> – Any article containing an explosive or combustible substance (including fireworks) or foul offensive or injurious substances or compounds with the intent to use the same against the person or property of another.				
<i>Expulsion</i> – Refer board policy 505.03				
<i>Expulsion for Possessing a Firearm or Dangerous Weapon</i> – Refer to board policy 504.11				
<i>Extortion/Blackmail</i> – The direct attempt to extract money, goods, or favors from another individual through coercion, force, or threats.				
<i>False Alarm of Fire</i> – Raising or creating any false alarm of fire in or to any buildings or part of any building structure or property of the school district by any means or manner.				
<i>False Call</i> – The act of claiming the name of another person to excuse a student from class or school.				
<i>Fighting</i> – The act of quarreling (physical or verbal), which could or does result in bodily contact in or on school property, including any activity under school sponsorship. Retaliation, fighting back, or engaging in the physical altercation regardless of who started the altercation is considered fighting.				
<i>Forgery</i> – The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.				
<i>Gross Misbehavior</i> – Misbehaving that is far beyond simple inappropriate behavior; overt behavior that threatens property or the safety and well being of others including the promoting of fighting.				
<i>Harassment</i> - is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity.				

<i>Hazing</i> - humiliating and sometimes dangerous initiation rituals, especially as imposed on students seeking membership to teams, clubs, or school.				
<i>Intimidation</i> – Any act or threat by force or verbalization against another person.				
<i>Illegal Entry</i> – Forced entry or entry without administrative authorization into a building, room, or school property.				
<i>Illegal Explosives</i> – Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting bodily injury.				
<i>Inappropriate Behavior/Gestures</i> – Behavior on school grounds or school activities that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, etc.				
<i>Inappropriate Dress</i> – Refer to page 26 of the Student Handbook.				
<i>Indecent Exposure</i> – Exposing yourself in the presence of other people.				
<i>Indecent Material</i> – The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property and/or searching, watching or downloading pornographic or other obscene material on school issued computers.				
<i>In-School Suspension (ISS)</i> – A disciplinary action whereby a student is separated from class attendance, but is required to be at school.				
<i>Insubordination</i> – Disregard for the authority of staff members and other adult employees.				
<i>Intimate Acts</i> – Prolonged public display of affection or inappropriate physical contact in the school setting or on school property.				
<i>Littering</i> – To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacles set aside for such purposes.				
<i>Long-Term Suspension</i> – More than five school days, but less than twenty school days.				
<i>Major Theft / Vandalism</i> – Theft or destruction of property of substantial value.				
<i>Mandatory Reassignment</i> – Assignment to another educational setting.				
<i>Minor Theft / Vandalism</i> – Theft or vandalism of property or materials with minimal value.				
<i>Misuse of School Materials</i> – Misusing and/or using school materials in an unauthorized manner (shop materials, home economics food products, etc.). Also, writing or marking on desks, books, lockers, etc.				

<i>Verbal Assault</i> – The act of initiating a violent, verbal attack against another person on school property, on a school bus, or at a school event.				
<i>Plagiarize</i> – To steal and pass off as one’s own work, without crediting the source.				
<i>Possession or Illegal Use of a Weapon</i> – The act of possessions, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.				
<i>Possession/Use of Tobacco</i> – Using and/or the possession of tobacco products (smoking, chewing, vaping, e-cigarettes) is not permitted on school property or at school activities/events.				
<i>Profanity</i> – The use of language that is unacceptable to school/community standards.				
<i>Public Displays of Affection</i> – Refer to page 26 of the handbook.				
<i>School Property</i> – This is defined as any building, buildings, and part of any building, structure, land or property of the Hay Springs School District.				
<i>Sexting</i> – The act of sending sexually explicit messages or photos electronically.				
<i>Sexual Assault</i> – Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.				
<i>Sexual Harassment</i> – See Board Policy 504.24				
<i>Short-Term Suspension</i> – Suspension up to and including five (5) school days.				
<i>Skipping Class</i> – Actively leaving (and/or) not attending a class. This is different from a student who is marked non-verified				
<i>Theft</i> – The act of acquiring and/or being in possession of the property of another without consent,				
<i>Trespass</i> – Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff, or upon being notified to depart from the premises by members of the school staff, refusing or neglecting to depart from said premises.				
<i>Truancy</i> – The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.				
<i>Unauthorized Gaming in School</i> – Gambling, poker, etc.				
<i>Unlawful Intimidation of School Authority</i> – Interfering with administrators, teachers, or other school personnel by force or violence.				
<i>Verbal/Physical/Written Threat to Staff</i> – Any verbal, physical, or written threat which insults or abuses any staff member or otherwise shows disrespect.				
<i>Vulgarity</i> – Defined as offensive, lewd, or obscene.				