

Hay Springs Middle and High School

Discipline Matrix

Category	Action	1st Offense	2nd Offense	3rd Offense	4th Offense
Category A (Attendance Infractions)	Tardies (5 tardies - combined from all classes)	1 Week lunch detention	1 afterschool detention	1 Day ISS	2 Days ISS
	Unexcused Attendance	1 Week lunch detention	1 afterschool detention	1 Day ISS	2 Days ISS
Classroom Conduct Infraction	<i>Any behavior in the classroom displaying lack of engagement. Actions include but are not limited to:</i> General classroom disruptions Lack of preparedness Failure to follow classroom expectations	Teacher / Student Conference	Teacher / Student Conference Parent Contact	Parent / Guardian Contact 1 week lunch detention	Parent/ Guardian Contact 1 week afterschool detention
Category N (Nuisance Items)	<i>Nuisance items include but are not limited to:</i> Cell Phones Laser Pointers	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

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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> Public display of affection Littering Minor or Accidental Profanity/Vulgarity Dress Code violations	Re-training with the staff member who observed the behavior	1 Lunch Detention	1 Week Lunch Detention	1-Day ISS
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> Academic dishonesty Disorderly conduct Disorderly conduct on bus Lying Misuse of school material and equipment Refusal to participate in class	Parent or guardian will be contacted 1 Week Lunch Detention	1 Week Detention 30 Minutes Afterschool	1 Day ISS	2 Day ISS

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Category III	<i>Category III infractions require immediate action from administration. These infractions require cooperation between administration and the family.</i> Disruption of school/class Inappropriate behavior/gestures/language Breaking Computer Loan Agreement/ misuse of technology Skipping retraining/detention/ASP 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	Detention 30 Minutes Afterschool	**CLA violations may result in loss of computer privileges	2 Day ISS **CLA violations may result in loss of computer privileges	1 Day OSS **CLA violations will result in loss of computer privileges
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> Careless driving False Calls Forgery of notes Minor vandalsm Minor theft Minor threats Disrespect to staff Excessive profanity / Vulgarly / Racial slurs	1-Day ISS *law enforcement may be contacted	2-Day ISS *law enforcement may be contacted	1-Day OSS *law enforcement may be contacted	2-Day OSS *law enforcement may be contacted

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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>				
	Gross misbehavior	Parent or guardian will be contacted to pick up student			Parent or guardian will be contacted to pick up student
	Destruction of Property - School or personal		Parent or guardian will be contacted to pick up student	Parent or guardian will be contacted to pick up student	
	Harassment / Hazing	2-Day OSS			
	Bullying				4-Day OSS recommendation for expulsion
	Intimidation	*Law enforcement will be contacted for n situations	3-Day OSS	4-Day OSS	
	Verbal assault				
	Insubordination	*Law enforcement may be called for all other situations	*law enforcement will be contacted	*law enforcement will be contacted	*law enforcement will be contacted
	Fighting				
	Promotion or Videoing of Fights				
Category VI	Possession/use of tobacco products (smoking, chewing, vaping, e-cigarettes)				
	Sexting/Indecent Material				
	<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	Parent or guardian will be contacted to pick up student	Parent or guardian will be contacted to pick up student	
	Sexual Harassment	Minimum 4 Day OSS -possible recommendation for expulsion	Minimum 4 Day OSS -possible recommendation for expulsion	8 Day OSS possible recommendation for expulsion	
	Physical Assault				
	Major Threats				
	Major Theft	Law enforcement may be contacted	Law enforcement may be contacted	Law enforcement may be contacted	
	Major Vandalism				

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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 8 Day OSS -possible recommendation for expulsion	Minimum 8 Day OSS - recommendation for expulsion		
	Weapons other than firearms				
	False Fire Alarm	Mandatory Law enforcement involvement	Mandatory Law enforcement involvement		
	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>				
	Firearms	Recommendation for expulsion			
	Physical Assault on a staff member	Mandatory Law enforcement involvement			
	Sexual Assault				
	Bomb Threat				

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Discipline Matrix

Hay Springs Schools believes in every student's right to access and obtain a quality education. Hay Springs Schools utilizes a discipline matrix to communicate the way that the school will deal with discipline issues. Consistency in dealing with unwanted school behaviors leads to a greater understanding and trust with all stakeholders. The discipline matrix guides the administration on how to deal with most situations; however, administrative discretion is necessary in certain situations. The ultimate goal with this approach is to educate our students, and provide an opportunity to change behaviors.

Classroom Conduct Infractions

Classroom behaviors are those that will be addressed by the teacher. These behaviors occur in the classroom and require retraining. Classroom behaviors requiring retraining are those that cause the student to lose engagement and are handled within the classroom setting.

School Conduct Infractions

School conduct infractions include those that cannot be taught in the classroom. These behaviors may involve behaviors from keeping the school clean, to behaviors that threaten the safety of an individual. School conduct infractions will involve more severe consequences. Teachers and administration will adhere to the consequences in the following matrix.

In School Suspensions (ISS)

If a student receives in school suspension, he/she will be able to complete all classroom assigned work. The student will be addressed at some point during each day of in-school suspension by each of their classroom teachers. Students placed in ISS will be required to leave their cell phone with administration. During the ISS day, students are not allowed to participate in any school sponsored activities. Administration will notify the parent or guardian when a student is placed in ISS.

Out of School Suspensions (OSS)

If a student receives out of school suspension, he/she will be able to complete all classroom assigned work. Students will be able to email teachers for assistance or assignments during the OSS. During the OSS, students are not allowed to participate in any school sponsored activities or be on school property. Administration will notify the parent or guardian when a student is placed in OSS.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis

Assault - Physical attack on another person causing harm without immediate warning and/or provocation.

Bullying- 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.

Disruption of School/Class/Assemblies – Examples include yelling, running, persistent talking, horseplay, etc.

Disruptive Objects – 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.

Excessive Profanity/Vulgarity – A stream of profanity and/or gestures that become a major disruption or profanity vulgarity directed towards an individual or group of people.

Explosives, Fireworks, and Foul Substances – 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.

Expulsion – Refer board policy 505.03

Expulsion for Possessing a Firearm or Dangerous Weapon – Refer to board policy 504.11

Extortion/Blackmail – The direct attempt to extract money, goods, or favors from another individual through coercion, force, or threats.

False Alarm of Fire – 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.

False Call – The act of claiming the name of another person to excuse a student from class or school.

Fighting – 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.

Forgery – The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

Gross Misbehavior – 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.

Harassment - 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.

Hazing - humiliating and sometimes dangerous initiation rituals, especially as imposed on students seeking membership to teams, clubs, or school.

Intimidation – Any act or threat by force or verbalization against another person.

Illegal Entry – Forced entry or entry without administrative authorization into a building, room, or school property.

Illegal Explosives – Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting bodily injury.

Inappropriate Behavior/Gestures – 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.

Inappropriate Dress – Refer to page 26 of the Student Handbook.

Indecent Exposure – Exposing yourself in the presence of other people.

Indecent Material – 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.

In-School Suspension (ISS) – A disciplinary action whereby a student is separated from class attendance, but is required to be at school.

Insubordination – Disregard for the authority of staff members and other adult employees.

Intimate Acts – Prolonged public display of affection or inappropriate physical contact in the school setting or on school property.

Littering – To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacles set aside for such purposes.

Long-Term Suspension – More than five school days, but less than twenty school days.

Major Theft / Vandalism – Theft or destruction of property of substantial value.

Mandatory Reassignment – Assignment to another educational setting.

Minor Theft / Vandalism – Theft or vandalism of property or materials with minimal value.

Misuse of School Materials – 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.

Verbal Assault – The act of initiating a violent, verbal attack against another person on school property, on a school bus, or at a school event.

Plagiarize – To steal and pass off as one's own work, without crediting the source.

Possession or Illegal Use of a Weapon – The act of possessions, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco – Using and/or the possession of tobacco products (smoking, chewing, vaping, e-cigarettes) is not permitted on school property or at school activities/events.

Profanity – The use of language that is unacceptable to school/community standards.

Public Displays of Affection – Refer to page 26 of the handbook.

School Property – This is defined as any building, buildings, and part of any building, structure, land or property of the Hay Springs School District.

Sexting – The act of sending sexually explicit messages or photos electronically.

Sexual Assault – Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

Sexual Harassment – See Board Policy 504.24

Short-Term Suspension – Suspension up to and including five (5) school days.

Skipping Class – Actively leaving (and/or) not attending a class. This is different from a student who is marked non-verified

Theft – The act of acquiring and/or being in possession of the property of another without consent,

Trespass – 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.

Truancy – The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Unauthorized Gaming in School – Gambling, poker, etc.

Unlawful Intimidation of School Authority – Interfering with administrators, teachers, or other school personnel by force or violence.

Verbal/Physical/Written Threat to Staff – Any verbal, physical, or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity – Defined as offensive, lewd, or obscene.