

Major Problem Behavior	Definition	1 st Office Referral	2 nd Office Referral	3 rd Office Referral
Class One				
Tardy	Student is consistently late to the start up of the school day or a class (and a minimum of three documented re-trainings and one parent phone conversation have taken place before an office referral).	Counsel with student as to the reason(s) why the tardy took place. Assign 1 week of lunch detention.	Parent Contact indicating there is a tardy problem with their student. Schedule a parent meeting that will include the classroom teacher. Assign 1 week of lunch detention.	Repeat 2 nd office referral for all subsequent infractions.
Incidental Cursing	Student blurts out vulgar language more towards self than others due to frustration or pain. No bad intent towards another student or staff member	One day lunch detention	Three days lunch detention	Five days lunch detention
Skipping retraining	Student consistently skips retraining from one or more teachers. When two retrainings have been skipped for one teacher, that teacher will call the parent and assign an additional retraining. If the additional retraining is skipped, the teacher will refer the student to administration.	Counsel with student and call parents as to the reason(s) why the skipping took place and inform them they will need to make up the retraining and if they skip, they will be placed in ISS for one day and then walked to their re-training after school. Assess 5 points.	Counsel with student and call parents as to the reason(s) why the skipping took place and inform them they will need to make up the retraining and if they skip, they will be placed in ISS for one day and then walked to their re-training after school. Assess 5 points.	Counsel with student and call parents as to the reason(s) why the skipping took place and inform them they will need to make up the retraining and if they skip, they will be placed in ISS for one day and then walked to their re-training after school. Assess 5 points.
Dress Code Violation	Student consistently wears clothing that does not fit within the dress code guidelines practiced by the school/district. Staff are expected to refer this to the office immediately	Parent contact. Student asked to find alternate clothes in PE locker or parents are asked to bring clothes from home. Assess 5 points.	Parent meeting. Student asked to find alternate clothes in PE locker or parents are asked to bring clothes from home. 1 day ISS. Assess 5 points.	Parent meeting. Student asked to find alternate clothes in PE locker or parents are asked to bring clothes from home. 2 days ISS. Subsequent infractions will add an additional day of ISS. Assess 5 points.

Disruption to educational environment	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior that interrupts the educational process and impedes learning (a minimum of three documented re-trainings and one parent phone conversation have taken place before an office referral).	Parent contact and counsel with student. Sent to the ISS room for a Re-Entry Plan in which student waits for teacher to come and counsel them back to class. Stay is usually less than three periods. Assess 5 points for the violation.	Parent contact and counsel with the student. Sent to the ISS room for a Re-Entry Plan. Assess 5 points for the violation.	Parent contact and counsel with the student. Sent to the ISS room for a Re-Entry Plan. Assess 5 points for any subsequent violations.
Cell Phone Violation	Cell phone is out during class time, has been confiscated by teacher, and turned in to the office.	Cell phone will be held in the office until the end of the day and returned to the student.	Cell phone will be held in the office until the end of the day and returned to the student after the student calls their parent.	Cell phone will be held in the office until the end of the day and must be picked up by the parent.
Class Two				
Abusive language/inappropriate language/profanity/inappropriate gestures	Verbal, written, hand gestures or electronic messages that include swearing, name calling or use of words in an inappropriate way and directed at an individual.	Parent contact ISS (1 day), OSS (1 day) if directed at an adult. Assess 10 points for the violation.	Parent meeting with administration and applicable staff. ISS (2 days) OSS (2 days) if directed at adult). Assess 10 points for the violation.	Parent meeting with administration and applicable staff. ISS (3 days) OSS (3 days) if directed at adult. Assess 10 points for any subsequent violations.
Skip class/truancy/neglecting obligation	Student leaves class/school without permission or stays out of class/school without permission.	Parent meeting. ISS (1 day). Assess 10 points for the violation.	Parent meeting. ISS (2 days). Assess 10 points for the violation.	Parent meeting. ISS (3 days). Assess 10 points for the violation.
Class 3				
Physical Altercation	Pushing, shoving, punching, or other aggressive behaviors that are stopped before escalating into a fight.	Parent contact ISS for (1 day). Assess 15 points for the violation.	Parent meeting with administration and applicable staff. ISS for (2 days). Assess 15 points for the violation.	Parent meeting with administration and applicable staff. ISS for (3 days). Assess 15 points for any subsequent violations. Add an additional day of ISS for each subsequent violation.
Defiance/disrespect/non-compliance	Consistent refusal to follow directions, talking back and/or socially rude interactions.	Parent contact ISS for (1 day). Assess 15 points for the violation.	Parent meeting with administration and applicable staff.	Parent meeting with administration and applicable staff. ISS for (3 days). Assess 15

			ISS for (2 days). Assess 15 points for the violation.	points for any subsequent violations. Add an additional day of ISS for each subsequent violations.
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.	Parent contact ISS for 1 day. Assess 15 points for the violation.	Parent meeting. ISS for 2 days. Assess 15 points for the violation.	Parent meeting. ISS for 3 days. Assess 15 points any subsequent violations. Add additional day of ISS for subsequent violations.
Information and Other Electronics Technology Violation	Student engages in inappropriate (as defined by school – see policy for paging/communication and electronic devices and acceptable use agreement) use of cell phone, pager, music/video players, camera, and/or computer.	Parent meeting. Parent comes and picks up electronic device. 1 day ISS. Assess 15 points for the violation.	Parent meeting. Parent comes and picks up electronic device. 2 days ISS. Assess 15 points for the violation.	Parent meeting. Parent comes and picks up electronic device. 3 days ISS. Assess 15 points for the violation. Each subsequent violation will receive 15 points and an additional day of ISS.
Deceiving, not forthcoming for not telling the truth	Student consistently delivers messages that are untrue and/or deliberately violates rules or participates in academic dishonesty.	Parent contact. 1 day of ISS. Assess 15 points for the violation.	Parent meeting. 2 days of ISS. Assess 15 points for the violation.	Parent meeting. 3 days of ISS. Assess 15 points for subsequent violations and an additional day of ISS.
Class 4				
Forgery/theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a persons name without that person's permission; academic dishonesty.	Parent contact. OSS for 1 day. Assess 15 points for theft under \$10. Assess 25 points and contact SRO for theft above \$10 in value.	Parent contact. OSS for 3 days. Assess 15 points for theft under \$10. Assess 25 points and contact SRO for theft above \$10 in value.	Parent contact. OSS for 5 days. Assess 15 points for theft under \$10. Assess 25 points and contact SRO for theft above \$10 in value. Subsequent infractions will carry 3 rd offense consequences.
Harassment/tease/taunt/bullying	Student delivers disrespectful messages (verbal or gestural) to another person with direct intent that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion,	Parent contact. OSS for 1 day. Assess 15 points for non-physical offense and 25 points for physical offense.	Parent meeting. OSS for 3 days. Assess 15 points for non-physical offense and	Parent meeting. OSS for 5 days. Assess 15 points for non-physical offense and

	<p>gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p> <p>Sexual harassment is defined in Article 10 Section 3 of the handbook.</p>	SRO may be contacted.	<p>25 points for physical offense.</p> <p>SRO may be contacted.</p>	<p>25 points for physical offense.</p> <p>SRO may be contacted.</p> <p>Subsequent infractions will carry 3rd offense consequences.</p>
Vandalism/Property Damage	<p>Student deliberately impairs the usefulness of property.</p> <p>Minor vandalism includes damage valued at less than \$20.</p> <p>Major vandalism includes damage valued at more than \$20.</p>	<p>Parent contact.</p> <p>Minor vandalism will be assessed 15 points and 1 day of ISS.</p> <p>Major vandalism will be assessed 25 points and 1 day of OSS.</p>	<p>Parent contact.</p> <p>Minor vandalism will be assessed 15 points and 2 days of ISS.</p> <p>Major vandalism will be assessed 25 points and 2 days of OSS.</p>	<p>Parent contact.</p> <p>Minor vandalism will be assessed 15 points and 3 days of ISS.</p> <p>Major vandalism will be assessed 25 points and 3 days of OSS.</p> <p>Subsequent infractions will receive an additional day of ISS/OSS.</p>
Class 5				
Insubordination	Student refuses to follow an administrative directive	Parent meeting. OSS for 3 days. Assess 20 points.	Parent meeting. OSS for 4 days. Assess 20 points.	Parent meeting. OSS for 5 days. Assess 20 points.
Fighting/physical assault	Intentional actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) with the intent to cause serious harm.	Parent meeting. SRO shall be called, and OSS for 3 days. Assess 25 points for a fighting violation.	Parent meeting. SRO shall be called, and OSS for 4 days. Assess 25 points for a fighting violation.	Parent meeting. SRO shall be called, and OSS for 5 days. Assess 25 points for a fighting violation. A fourth offense will lead to recommended expulsion.
Promotion of a Fight/Video of Fight	<p>Student takes video of a fight with cell phone or other recording device.</p> <p>Student posts video of fight on the internet/social media such as Snapchat</p>	Parent meeting. SRO shall be called, and OSS for 3 days. Assess 25 points for a fighting violation. Video is to be deleted before leaving school unless a copy is requested by law enforcement.	Parent meeting. SRO shall be called, and OSS for 4 days. Assess 25 points for a fighting violation. Video is to be deleted before leaving school unless a copy is requested by law enforcement.	Parent meeting. SRO shall be called, and OSS for 5 days. Assess 25 points for a fighting violation. A fourth offense will lead to recommended expulsion. Video is to be deleted before leaving school unless a copy is requested by law enforcement.

Alcohol, Tobacco, Electronic Nicotine Delivery Devices	Student is in possession, under the influence of, or is using alcohol, tobacco, or electronic nicotine delivery devices/products such as vapes, juuls, and e-cigarettes.	Parent contact, meeting. Contact SRO. OSS 3 day. Assess 25 points for the violation.	Parent meeting. Contact SRO. OSS 4 days. Assess 25 points for the violation.	Parent meeting. Contact SRO OSS 5 days. Assess 25 points for the violation. A fourth offense will lead to recommended expulsion.
Other Drugs	Student is in possession of or is using illegal drugs/substances, imitations, or prescription drugs prescribed to another person.	Parent meeting. Contact SRO OSS 3 days. Assess 35 points for the violation.	Parent meeting. Contact SRO. OSS 5 days. Assess 35 points for the violation.	Parent meeting. Contact SRO Recommend for expulsion.
Class 6				
Assault without victim's opportunity to initially defend self, attack from behind.	Student attacks another student from behind or in a defenseless position.	Referral to law enforcement, 5 days OSS. Assess 35 points.	Referral to law enforcement, 5 days OSS. Assess 35 points.	Referral to law enforcement, 5 days OSS. Assess 35 points. Recommendation for expulsion.
Arson	Student plans and/or participates in burning of property or starting a fire on school grounds.	Referral to law enforcement; Minimum 10 days of OSS with possible recommendation for expulsion. Assess 50 points.	10 days OSS. Recommendation for expulsion.	
False Fire Alarm	Student pulls a fire alarm without the presence of a fire.	Referral to law enforcement; Minimum 10 days of OSS with possible recommendation for expulsion.	10 days OSS. Recommendation for expulsion.	

		Assess 50 points.		
Weapons	Student is in possession of a weapon other than a firearm that can cause bodily harm.	Referral to law enforcement; Minimum 10 days of OSS with possible recommendation for expulsion. Assess 50 points.	10 days OSS. Recommendation for expulsion.	
Selling drugs, alcohol, and/or tobacco	Student sells or attempts to sell drugs, alcohol, and/or tobacco on campus, in a school vehicle, or at a school event.	Referral to law enforcement; Minimum 10 days of OSS with possible recommendation for expulsion. Assess 50 points.	10 days OSS. Recommendation for expulsion.	
Class 7				
Physical Assault on a Staff Member	Student initiates a violent attack (shoving, slapping, hitting, and/or kicking) against a classified or certified staff member.	Referral to law enforcement. Recommendation for expulsion. Assess 100 points.		
Possession of a Firearm	The act of possession, using or threatening to use any firearm.	Referral to law enforcement. Recommendation for expulsion. Assess 100 points.		
Sexual Assault	Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape. (US Dept. of Justice)	Referral to law enforcement. Recommendation for expulsion. Assess 100 points.		
Bomb Threat	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	Referral to law enforcement.		

		Recommendation for expulsion. Assess 100 points.		
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