



# **HHS Progression of Discipline**

*Updated May 2019*

## ***Detentions, Suspensions, and Expulsions:***

Suspension and/or expulsion from school may be used at the discretion of school administration (Head Principal, Assistant Principal, or the Superintendent) for a violation of any rules or regulations relative to student conduct or actions detrimental to the learning process.

While it is legal for school administration in the state of Ohio to suspend a student up to a total of ten (10) school days; only the Superintendent has the authority to expel a student from school for a period of up to ninety (90) days, the remainder of the school year, into the next school year, or a full year for possession of weapons or drugs.

Rules and expectations outlined or implied in the HLS Student Code of Conduct apply to actions while on school premises, at school functions off premises, on school transportation, as well as physical, written, verbal, or electronic conduct conducted off school premises which directly impacts other students, the school, or HHS staff.

Student discipline can be either minor or major, formal or informal, depending upon the severity and/or repetitiveness of the conduct violations.

**Student code of conduct violations are cumulative in nature and will be dealt with accordingly. As part of the defined progression of discipline, student conduct violations that reveal a repetitive pattern of behavior will result in more severe disciplinary action taken by school administration.**

*\*Note: Due to student rights and privacy laws, teachers may not be privy to all information regarding student incidents and disciplinary measures. Administration will complete Referral form and staff will receive necessary follow up information. Additionally, not all individual conduct violations can be listed and the following Levels of Violations are a guide for conduct infringements. School administration only reserves the discretion to determine the level of a conduct violations not outlined in the Levels of Violations and type of disciplinary measure for a conduct violation.*



# Howland High School Discipline Referral Form



## I. STUDENT INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Referral: \_\_\_\_\_ Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

## II. PREVIOUSLY ATTEMPTED STAFF INTERVENTION(S) (CHECK ALL THAT APPLY)

- Verbal Reminder(s)
- Loss of Privileges
- Written Reflection
- Peer Mediation
- Seat Change
- RTI
- Teacher-Student Conference
- Behavior Contract / Plan
- Counseling by Support Staff
- Parent Contact
- Detention
- Other

Dates (s) of Documentated Interventions: \_\_\_\_\_

## III. INCIDENT INFORMATION

### Location/Context of Incident:

- Classroom #: \_\_\_\_\_
- Hallway / Restroom
- Arrival / Dismissal
- School-sponsored activity
- Cafeteria
- Study Hall
- Lab / Media Center
- Other: \_\_\_\_\_

### Possible Motivation of Student:

- Avoid Situation
- Avoid Adult
- Avoid Peer
- Avoid Task
- Seek Attention
- Obtain Activity/Item
- Intimidation
- Unknown/Other \_\_\_\_\_

Others Staff / Student Involved: \_\_\_\_\_

Potential Witnesses (Staff/Students): \_\_\_\_\_

### DESCRIPTION OF INCIDENT: (Discuss with administration as necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TEACHER FOLLOW UP PLAN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# HHS Progression of Discipline - LEVEL ONE VIOLATIONS



<i>1st Offense-</i>	<i>1 Detention (or 2 Lunch Detentions per administrative discretion)</i>
<i>2nd Offense-</i>	<i>2 Detentions (or 4 Lunch Detentions per administrative discretion)</i>
<i>3rd Offense-</i>	<i>3 Detentions and/or Behavior Plan Contract and/or SMART and/or In-School Discipline and probation of extracurricular / privilege</i>
<i>4th Offense-</i>	<i>One( 1) to three (3) days of out-of-school suspension with the forfeiture of extracurricular and/or privilege for length of time.</i>
<i>5th Offense-</i>	<i>Five (5) days to Ten (10) days of out-of-school suspension with the possibility of a recommendation for expulsion / alternative school placement.</i>

**LEVEL ONE VIOLATIONS:**

1. \_\_\_\_\_ Profanity or Obscene Language
2. \_\_\_\_\_ Dress Code Violation
3. \_\_\_\_\_ Violation of Classroom Rules
4. \_\_\_\_\_ Misbehavior in assembly, hallways, cafeteria, or on school transportation
5. \_\_\_\_\_ Eating or Drinking outside of the cafeteria (including energy drinks, coffee, soda, etc.)
6. \_\_\_\_\_ Being in an unauthorized area
7. \_\_\_\_\_ Late to class
8. \_\_\_\_\_ In hallways without a pass
9. \_\_\_\_\_ Cheating
10. \_\_\_\_\_ Disrespect of others (depending on severity)
11. \_\_\_\_\_ Bringing an unapproved backpack / bag into a classroom
12. \_\_\_\_\_ Unauthorized Parking
13. \_\_\_\_\_ Public display of Affection
14. \_\_\_\_\_ Truant to detention (first offense - 2 detentions, second offense - suspension)
15. \_\_\_\_\_ Failure to sign in / sign out of class
16. \_\_\_\_\_ Using cell phones or electronic devices /headphones in unauthorized area (halls, class,, gym, etc.) w/o staff permission.
17. \_\_\_\_\_ Failure to follow locker procedures
18. \_\_\_\_\_ Leaving the cafeteria during lunch without permission
19. \_\_\_\_\_ Following unauthorized use, failure to turn over an electronic device to staff upon request
20. \_\_\_\_\_ Tardies / Attendance (will follow state law HB 410 procedures and provide informal discipline)
21. \_\_\_\_\_ Complicity of any Level ONE Violations (being involved with others wrongdoing)
22. \_\_\_\_\_ OTHER: \_\_\_\_\_

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# HHS Progression of Discipline - LEVEL TWO VIOLATIONS



*1st Offense- 3 Detentions and / or Behavior Contract / Plan and/or SMART and/or In-School Discipline and/or One (1) Day out-of-school suspension with probation of extracurricular and/or privilege*

*2nd Offense- Three (3) days of out-of-school suspension with the forfeiture of extracurricular and/or privilege for length of time.*

*3rd Offense- Five (5) days to Ten (10) days of out-of-school suspension with the possibility of a recommendation for expulsion / alternative school placement.*

## *LEVEL TWO VIOLATIONS:*

1. \_\_\_\_\_ Truancy from school grounds
2. \_\_\_\_\_ Truancy from class
3. \_\_\_\_\_ Defiant / Belligerent behavior
4. \_\_\_\_\_ Dismissal from class
5. \_\_\_\_\_ Abuse of school property
6. \_\_\_\_\_ Forgery of a hall pass
7. \_\_\_\_\_ Gambling or Unauthorized Solicitation of money
8. \_\_\_\_\_ Use of profanity with the "F" word or racially / ethnically insensitive vulgarity (automatic suspension)
9. \_\_\_\_\_ Insubordination
10. \_\_\_\_\_ Violation of Acceptable Use Policy
11. \_\_\_\_\_ Passing, Writing, and/or Posting obscene, violent, or threatening material (verbal, nonverbal, electronic)
12. \_\_\_\_\_ Falsification of Documents
13. \_\_\_\_\_ Intimidation, Bullying, Threats, Harassing (verbal, nonverbal, electronic): Depends on severity, follow Code of Conduct
14. \_\_\_\_\_ Misconduct during detention
15. \_\_\_\_\_ Complicity of any Level TWO Violations (being involved with others wrongdoing)
16. \_\_\_\_\_ OTHER: \_\_\_\_\_

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## HHS Progression of Discipline - LEVEL THREE VIOLATIONS

- 1st Offense- Three (3) days of out-of-school suspension and Behavior Contract / Plan with the forfeiture of extracurricular and/or privilege for length of time.*
- 2nd Offense- Five (5) days of out-of-school suspension with the forfeiture of extracurricular and/or privilege for length of time.*
- 3rd Offense- Recommendation for expulsion / alternative school placement.*

### **LEVEL THREE VIOLATIONS:**

1. \_\_\_\_\_ Fighting -
  - i. **First Offense** -Five (5) Days out-of-school suspension
  - ii. **Second Offense** -Ten (10) Days out-of-school suspension with the recommendation for expulsion, also charges may be filed with the Howland Police Department. Consequences depend on the severity of the altercation as well as the condition of the safety of the rest of the student body and staff.
2. \_\_\_\_\_ Possession, use, distribution, selling, attempts to distribute and/or sell tobacco products, lighters, vapes, etc.
3. \_\_\_\_\_ Theft
4. \_\_\_\_\_ Vandalism
5. \_\_\_\_\_ Blatant disrespect and/or Overt Defiance to Authority
6. \_\_\_\_\_ Physical, Verbal Non-verbal, and/or electronic abuse of a fellow student or staff member
7. \_\_\_\_\_ Complicity of any Level THREE Violations (being involved with others wrongdoing)
8. \_\_\_\_\_ **OTHER:** \_\_\_\_\_

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# HHS Progression of Discipline - LEVEL FOUR VIOLATIONS



*1st Offense- Ten (10) days of out-of-school suspension with the forfeiture of extracurricular and/or privilege indefinitely and recommendation for expulsion / alternative school placement.*

**NOTE:** ANY VIOLATION OF ANY PART OF HLS CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSION. IN ADDITION, STUDENTS MAY ALSO BE REQUIRED TO UNDERGO A MENTAL HEALTH EVALUATION, ADMINISTERED BY A LICENSED MENTAL HEALTH PROVIDER, PRIOR TO RETURNING TO SCHOOL. SAID REQUIREMENTS ARE AT THE DISCRETION OF BUILDING LEVEL AND/OR DISTRICT LEVEL SCHOOL ADMINISTRATION.

## **LEVEL FOUR VIOLATIONS:**

1. \_\_\_\_\_ Use of, possession of, under the influence of alcohol or drugs
2. \_\_\_\_\_ Distribution / Trafficking of alcohol, tobacco, vapes, or other drugs
3. \_\_\_\_\_ Inducing a panic
4. \_\_\_\_\_ Physical, verbal, written or electronic abuse of a staff member or their property on or off of school grounds
5. \_\_\_\_\_ Assault on a student
6. \_\_\_\_\_ Extortion
7. \_\_\_\_\_ Bringing or possessing a weapon or look alike weapon on school grounds
8. \_\_\_\_\_ Indecent exposure by a student
9. \_\_\_\_\_ Chronic Misconduct - Includes all suspendable offenses - suspension was used & has not successfully changed behavior
10. \_\_\_\_\_ Arson or attempted arson
11. \_\_\_\_\_ Bomb threats or threats of a harmful attack to students, staff, or school property
12. \_\_\_\_\_ Inappropriate touching of another student
13. \_\_\_\_\_ Gang or Hate Group related activity (signs, symbols, reference, involvement)
14. \_\_\_\_\_ Complicity of any Level FOUR Violations (being involved with others wrongdoing)
15. \_\_\_\_\_ OTHER: \_\_\_\_\_

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