

---

**ELEMENTARY SCHOOL STUDENT DISCIPLINE  
(ALL CAMPUSES)**

---

**Class I Infractions**

1. Student Dress and Grooming
  - a. Student dress and grooming should be clean and in keeping with health and sanitary practices
  - b. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities.
  - c. Dress and grooming should not substantially disrupt the education process. Students are prohibited from wearing, while on school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply however to a costume or uniform worn by a student while participating in a school sponsored activity or event.
  - d. A student will not wear or use emblems, insignia, badges or other symbols which cause substantial disruption or interference with the operation of the school.
  - e. Shoes are required to be worn on campus at all times.
  - f. Caps and hats must be removed upon entering a building.
  - g. Students are not permitted to wear halters, midriffs, word or symbol pornographic T-shirts, cut-off T-shirts or similar dress. Students are prohibited from wearing clothing promoting tobacco, alcohol, or other drugs. Holiday costumes may be worn when approved by the staff.
  - h. Students will be allowed to wear shorts of an appropriate length.
2. Disorderly Conduct
3. Use of Profanity (verbal, written, or obscene gestures)
4. Repeated failure to do homework or class work or return written correspondence
5. Use of cell phones and other electronic devices (electronic devices are to remain off and unseen, preferably in a backpack or purse during the school day)
6. Lying

**The following consequences will be taken in regard to Class I Infractions.  
Steps and order of disciplinary action taken will be subject to Principal's discretion.**

<b>K - 2<sup>nd</sup> Grade</b>	
Referral	Disciplinary Action
1	Warning & Attempt to contact parents
2	1-3 days detention or corporal punishment
3	½ day in-school suspension or corporal punishment
4	1 day in-school suspension
5	2 days in-school suspension
6	Building Principal Discretion

<b>3<sup>rd</sup> – 6<sup>th</sup> Grade</b>	
Referral	Disciplinary Action
1	1-3 days detention & Attempt to contact parents
2	1 day in-school suspension or corporal punishment
3	2 days in-school suspension or corporal punishment
4	3 days in-school suspension
5	5 days in-school suspension
6	Building Principal Discretion

---

### Class II Infractions

1. Lack of Cooperation
2. Truancy (skipping school or class)
3. Fighting
4. Committing an act of defiance, either in language or action, against a teacher or employee of the school district
5. Physical abuse or assault by a student on another student
6. Indecent exposure
7. Vandalism/Theft
8. The use or possession of tobacco products, e-cigarettes, vaporizers, or any type of incendiary device.
9. Cheating or academic dishonesty
10. Forgery of notes or signature and/or falsification of general information
11. Immoral or sexual behavior or sexual harassment in any form (administration reserves the right to elevate to a class III infraction depending on the seriousness of the situation)
12. Failure to attend detention
13. Transmission of any media electronically from school or school related activities without approval of administration

**The following consequences will be taken in regard to Class II Infractions.  
Steps and order of disciplinary action taken will be subject to Principal's discretion.**

K - 2 <sup>nd</sup> Grade	
Referral	Disciplinary Action
1	½ day in-school suspension or corporal punishment & attempt to contact parents
2	1 day in-school suspension or corporal punishment
3	3 days in-school suspension or corporal punishment
4	5 days in-school suspension or corporal punishment
5	Building Principal Discretion

3 <sup>rd</sup> – 6 <sup>th</sup> Grade	
Referral	Disciplinary Action
1	1 day in-school suspension or corporal punishment
2	3 days in-school suspension or corporal punishment
3	5 days in-school suspension or corporal punishment
4	9 days in-school suspension or corporal punishment
5	Building Principal Discretion

---

### Class III Infractions

1. Weapons, dangerous instruments
2. Physical or verbal abuse or threat of assault by a student on a school employee
3. Drugs/Alcohol (Possession, use, sale, delivery or transmission of a drug or a look-alike and/or alcoholic beverages)

**The following consequences will be taken in regard to Class III Infractions.  
Steps and order of disciplinary action taken will be subject to Principal's discretion.**

K - 2 <sup>nd</sup> Grade	
Referral	Disciplinary Action
1	2 days in-school suspension and parent conference
2	Building Principal Discretion

3 <sup>rd</sup> – 6 <sup>th</sup> Grade	
Referral	Disciplinary Action
1	3 days in-school suspension and parent conference
2	Building Principal Discretion



---

### School Bus Transportation

While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Disciplinary action for more serious offenses (cutting seats, insubordination, as well as other offenses) will be at the discretion of the principal.

K – 6 <sup>th</sup> Grade	
Referral	Disciplinary Action
1	Warning and parent notification
2	Corporal punishment (refusal to take corporal punishment will result in 1- day suspension from riding the bus)
3	2 days removed from the school bus
Each additional offense will result in suspension from riding the bus, adding a day each time. The administration reserves the right add additional days to the suspension in cases of extreme misconduct.	

---

### Bullying

K - 2 <sup>nd</sup> Grade	
Referral	Disciplinary Action
1	2 days in-school suspension or corporal punishment
2	3 days in school suspension
3	5 days in of school suspension
4	9 days in school suspension
5	Building Principal Discretion

3 <sup>rd</sup> – 6 <sup>th</sup> Grade	
Referral	Disciplinary Action
1	3 days in school suspension
2	3 days out of school suspension
3	5 days out of school suspension
4	Building Principal Discretion
5	Recommend Expulsion

---

## REQUEST FOR SCHEDULE CHANGE – GENERAL INSTRUCTIONS

Schedule changes for first semester classes should be requested within the first 5 days of the first semester. Second semester class changes should be requested before Christmas break. After the first 5 days of a semester, schedule changes will not be permitted except for administrative reasons. Schedule changes may be allowed at other times for extracurricular or non-academic activities such as athletics or study hall, if approved by the administration.

---

## PROCEDURES WHEN ABSENCES OCCUR

1. After being absent, students **MUST** bring in a PARENT or MEDICAL note to the office within **5 DAYS** of returning to school in order for the day to count as an EXCUSED ABSENCE. Parent signature on the office sign out sheet will count as a note from the parent.
2. When a student exceeds six (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by the law.
3. Please refer to **ABSENCES** in the handbook for more specific details.
4. Students who miss more than 15 minutes of a class will be counted absent for that class period.

---

## PROCEDURES FOR CHECKING IN AND OUT

1. Parent note
2. Parent phone call
3. Nurse's note
4. If a parent is physically present to sign the student out, the student will be excused by the signature on the check-out sheet.
5. Administrator's consent
  - Students will not be allowed to call parents to check out of school without administrative approval.

---

## SEMESTER TEST EXEMPTION

1. Students with an "A" and no more than 5 absences will be exempt from semester tests. Students with a "B" and no more than 4 absences will be exempt from semester tests. Students with a "C" and no more than 3 absences will be exempt from semester tests.
  2. Absences for school sponsored or sanctioned activities will not be counted in determining a student's test exemption eligibility.
  3. A student who is exempt from testing in a class may take a semester test in an effort to raise their letter grade in that class; however, that student's grade may not be lowered as a result of taking the test.
  4. In-school suspension assignments will count against semester test exemption.
  5. Students who are exempt from semester tests do not have to report to school on semester test days or review days. Students may leave school after their last semester test of the day if they have parental permission and have signed out in the office.
  6. Occasionally, extreme and unusual circumstances cause a student with an exemplary attendance record to exceed the number of days allowed for exemption. In such rare cases, when unavoidable absences occur due to the death of an immediate family member, hospitalization of a student, subpoena, or other documented emergencies, the student may apply for a waiver of the exemption policy. The student must provide the principal with a brief written narrative detailing the situation. The student must also furnish valid documentation to prove such circumstances existed. Visits to the doctor for cuts, bruises, or common illnesses are considered normal occurrences and are included in the test exemption policy. A committee will determine if the waiver should be granted based on the documentation provided and on the student's past and current attendance record.
-



---

## MIDDLE SCHOOL STUDENT DISCIPLINE

---

### Class I Infractions

1. Failure to follow the student driving policy
2. Use of profanity, obscene or vulgar language
3. Disorderly, abnormal or irrational behavior or behavior that in any way disrupts or interferes with the learning process or the ability for other students access to the class or activity
4. Public display of affection
5. Possession of laser devices on school grounds
6. Gambling in any form
7. Failure to bring proper materials to class (books, pencils, paper, etc.)
8. Any infraction which the school principal or his designee considers serious enough to warrant disciplinary actions
9. Away from assigned area
10. 3<sup>rd</sup> unexcused tardy
11. Use of electronic device or other unauthorized smart devices (**Electronic devices must remain in off position during school hours with the exception of the 30 minute lunch break. Students may use phones during lunch. When the first bell rings, signaling the end of lunch break, phones must be turned off. Phones must remain OFF unless allowed by the classroom teacher for instructional purposes.**) When a student has their phone taken during the day due to this infraction, a parent will have to come to the office to pick up the phone at the end of the day.
12. Violation of dress code (see list below)
  - Items with vulgar, objectionable or provocative words, symbols or pictures (This includes any advertisement or representations of anything illegal for a minor)
  - Any clothing ensemble that would expose the midriff, underwear, buttocks, or breast
  - Skirts or shorts more than six inches above the top of the kneecap (fringing or other see through material does not count toward the six inches)
  - Shorts, jeans, or skirts that do not fit snugly at the waist (no underwear should be seen above the waistband)
  - Hats, caps or any other type of head covering
  - Loose tops
  - See through clothing or backless without tank underneath
  - Pajamas
  - House shoes
  - No shirts with straps that are less than 2 inches in width
  - No undergarment should be seen at any time (State mandate)
  - Clothing with holes more than six inches above the knee must have skin covered
13. Failure to attend detention

**The following consequences will be taken in regard to Class I Infractions (Subject to Principal's Discretion)**

Office Referral	Disciplinary Action
1	Warning
2	Attempt to contact parent and 3 days lunch detention
3	Corporal punishment or 1 day in-school suspension
4	In-school suspension – 3 days
5	In-school suspension – 5 days
6	In-school suspension – 9 days
7	Out of school suspension – 9 days with possible recommendation for expulsion

**(Note: Students who misbehave while assigned to In-School Suspension will be sent home.)**

---



---

### Disciplinary Action for Misconduct on the Bus

Students who violate school bus regulations will be subject to the following bus disciplinary actions. Disciplinary action for more serious offenses (cutting seats, insubordination, as well as other offenses) will be at the discretion of the principal.

Office Referral	Disciplinary Action
1	Warning
2	Corporal punishment or 3 days bus suspension
3	3 days bus suspension
4	5 days bus suspension
5	Recommendation for expulsion from the bus

---

### Repeated Disruptions to the Educational Learning Environment

Students who are repeatedly disruptive to the educational and learning environment as evidenced by seven (7) assignments to detention hall during a semester will be placed in In-School Suspension for 1 day. A student who is assigned to detention hall nine (9) times during a semester will be placed in In-School Suspension for 3 days. Continued abuse of detention may result in a student being recommended for expulsion.

---

### Class II Infractions

1. The use or possession of tobacco products, e-cigarettes, vaporizers, or any type of incendiary device during school
2. Fighting—all parties participating in the fight, including bystanders who are urging them on will be subject to disciplinary action and possible criminal charges. Depending on the actions of the students involved, the principal or supervising staff may classify the fight as a Class III Infraction. (Refer to Class III Infractions, #3).
3. Tampering with fire-fighting equipment or emergency alarm systems (Act 567)
4. Second failure to follow the student driving policy
5. Any act of disrespect toward school personnel or fellow students
6. Theft, destruction, defacement, or vandalization of school or other person's property (students will also pay the damage and may face criminal charges)
7. Insubordination to teachers or other school personnel
8. Forging, falsifying, altering, or illegally possessing school forms or using forged notes or excuses
9. Committing an act of defiance, either in language or action, against a teacher or employee of the school District
10. Academic dishonesty (Consequences depending on individual circumstances may include other disciplinary action(s) including loss of credit.)
11. Being in any parking lot during school hours without proper authorization
12. Bullying or threatening in any way of another person
13. Immoral or sexual behavior or sexual harassment in any form (**Administration reserves right to elevate to Class III offense depending on the seriousness of the situation.**)
14. Lying
15. Transmission of and/or recording of any media electronically from school or school related activities without approval from administration
16. Changing the settings on school computers or other school electronics

**The following consequences will be taken in regard to Class II Infractions (Subject to Principal's discretion)**

Office Referral	Disciplinary Action
1	Corporal punishment or 5 days lunch detention
2	Corporal punishment or 1 day In-school suspension
3	In-school suspension – 3 days
4	In-school suspension – 5 days
5	In-school suspension – 9 days
6	Out of school suspension with possible recommendation for expulsion

**(Note: Students who misbehave while assigned to In-School Suspension will be sent home.)**

---

---

### **Class III Infractions**

1. Possession of fireworks
2. An attempt to cause physical injury, threaten, or behave in such a way that could cause physical injury to a school employee or student may result in the filing of criminal charges (Act 706), as well as other school disciplinary procedures.
3. Flagrant insubordination (persistent disregard for school rules or employee directives)
4. Loitering by suspended students
5. Repeated disruptions to the Educational and Learning Environment
6. Purposeful misuse of computers or other technology in order to cause destruction or impede usage
7. Truancy ( includes leaving campus without proper authorization)

#### **The following consequences will be taken in regard to Class III Infractions (Subject to Principal's discretion)**

Mandatory suspension (9 days) and may be recommended for expulsion.

Any students who are suspended on two occasions during the same school year may be recommended for expulsion.

Any student being suspended during the school year shall not attend any school activity during the term of the suspension.

---

### **Class IV Infractions**

1. Possession, use, sale, delivery, or transmission of a drug or a look-alike and/or alcoholic beverages. Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.
2. Possession of a weapon such as a knife, razor, ice pick, explosive, rifle, shotgun, pellet gun, pepper spray or any other object or substance that reasonably can be considered a weapon or dangerous instrument result in criminal charges.

#### **The following consequences will be taken in regard to Class IV Infractions (Subject to Principal's discretion)**

Mandatory suspension (9 days) and may be recommended for expulsion.

---



---

**HIGH SCHOOL STUDENT DISCIPLINE  
(ALL CAMPUSES)**

**Class I Infractions**

1. Failure to follow the student driving policy
2. Use of profanity, obscene or vulgar language
3. Disorderly, abnormal or irrational behavior or behavior that in any way disrupts or interferes with the learning process or the ability for other students access to the class or activity
4. Public display of affection
5. Possession of laser devices on school grounds
6. Gambling in any form
7. Failure to bring proper materials to class (books, pencils, paper, etc.)
8. Any infraction which the school principal or his designee considers serious enough to warrant disciplinary actions
9. Away from assigned area
10. 3<sup>rd</sup> unexcused tardy
11. Use of electronic device or other unauthorized smart devices (**Electronic devices must remain in off position during school hours-with the exception of the 30 minute lunch break. Students may use phones during lunch. At the end of the lunch break, phones should be turned off until the end of the school day. Teachers may allow students to use electronic devices for instructional purposes. Please note that violations of the electronic device policy in testing situations is a much more serious infraction and will have consequences that reflect the seriousness of the infraction.**)
12. Violation of dress code (see list below)
  - Items with vulgar, objectionable or provocative words, symbols or pictures (This includes any advertisement or representations of anything illegal for a minor)
  - Any clothing ensemble that would expose the midriff, underwear, buttocks, or breast
  - Skirts or shorts more than six inches above the top of the kneecap (fringing or other see through material does not count toward the six inches)
  - Shorts, jeans, or skirts that do not fit snugly at the waist (no underwear should be seen above the waistband)
  - Clothing with holes more than six inches above the knee must have skin covered
  - Hats, caps or any other type of head covering
  - Loose tops
  - See through clothing or backless without tank underneath
  - Pajamas
  - House shoes
  - No shirts with straps that are less than 2 inches in width
  - No undergarment should be seen at any time (State mandate)

**The following consequences will be taken in regard to Class I Infractions (Subject to Principal's Discretion)**

Disciplinary Action
Warning
3 days lunch detention
Corporal punishment or 1 day in-school suspension
In-school suspension – 3 days
In-school suspension – 5 days
Out of school suspension – 3 days
Out of school suspension – 5 days
Out of school suspension – 9 days
Out of school suspension – 9 days with possible recommendation for expulsion

**(Mountain View High School Students.....See additional information regarding dress code violations on page 85)**

---



---

### Disciplinary Action for Misconduct on the Bus

Students who violate school bus regulations will be subject to the following bus disciplinary actions. Disciplinary action for more serious offenses (cutting seats, insubordination, as well as other offenses) will be at the discretion of the principal.

Disciplinary Action
Warning
Corporal punishment or 3 days bus suspension
3 days bus suspension
5 days bus suspension
Recommendation for expulsion from the bus

---

### Class II Infractions

1. The use or possession of tobacco products, e-cigarettes, vaporizers, or any type of incendiary device during school
2. Fighting—all parties participating in the fight, including bystanders who are urging them on will be subject to disciplinary action and possible criminal charges. Depending on the actions of the
  - a. students involved, the principal or supervising staff may classify the fight as a Class III Infraction.
  - b. (Refer to Class III Infractions, #3).
3. Tampering with fire-fighting equipment or emergency alarm systems (Act 567)
4. Second failure to follow the student driving policy
5. Truancy ( includes leaving campus without proper authorization)
6. Any act of disrespect toward school personnel or fellow students
7. Theft, destruction, defacement, or vandalization of school or other person's property (students will also pay the damage and may face criminal charges)
8. Insubordination to teachers or other school personnel
9. Forging, falsifying, altering, or illegally possessing school forms or using forged notes or excuses
10. Committing an act of defiance, either in language or action, against a teacher or employee of the school District
11. Academic dishonesty (Consequences depending on individual circumstances may include other disciplinary action(s) including loss of credit.)
12. Being in any parking lot during school hours without proper authorization
13. Bullying or threatening in any way of another person
14. Immoral or sexual behavior or sexual harassment in any form (**Administration reserves right to elevate to Class III offense**)
15. Failure to attend detention
16. Lying
17. The recording and/or transmission of any media electronically from school or school related activities without approval from administration

**The following consequences will be taken in regard to Class II Infractions (Subject to Principal's discretion)**

Disciplinary Action
Corporal punishment or 5 days of d-hall
Corporal punishment or 1 day In-school suspension
In-school suspension – 3 days
In-school suspension – 5 days
Out of school suspension – 9 days
Out of school suspension – 9 days with possible recommendation for expulsion
Possible recommendation for expulsion

---

---

### **Class III Infractions**

1. Possession of fireworks
2. An attempt to cause physical injury, threaten, or behave in such a way that could cause physical injury to a school employee or student may result in the filing of criminal charges (Act 706), as well as other school disciplinary procedures.
3. Flagrant insubordination (persistent disregard for school rules or employee directives)
4. Loitering by suspended students
5. Repeated disruptions to the Educational and Learning Environment
6. Purposeful misuse of computers or other technology in order to cause destruction or impede usage

#### **The following consequences will be taken in regard to Class III Infractions (Subject to Principal's discretion)**

Mandatory suspension (9 days) and may be recommended for expulsion.

Any students who are suspended on two occasions during the same school year may be recommended for expulsion.

Any student being suspended during the school year shall not attend any school activity during the term of the suspension.

---

### **Class IV Infractions**

1. Possession, use, sale, delivery, or transmission of a drug or a look-alike and/or alcoholic beverages. Other actions construed as disruptive by the principal or his designee. Principal's discretion may apply when deemed appropriate.
2. Possession of a weapon such as a knife, razor, ice pick, explosive, rifle, shotgun, pellet gun, pepper spray or any other object or substance that reasonably can be considered a weapon or dangerous instrument result in criminal charges.

#### **The following consequences will be taken in regard to Class IV Infractions (Subject to Principal's discretion)**

Mandatory suspension (9 days) and may be recommended for expulsion.

---