**DISCIPLINARY STEP PROCESS**

Our disciplinary process will include a five (5) step process for students sent to the office for disciplinary action. Each disciplinary action given by an administrator will be considered on an individual basis.

**Each step the student receives will include the following process and procedure:**

\*The student will report to the administrator for an explanation and a conference concerning the incident.

\*The incident/consequence will be entered into the student’s discipline file on the computer.

\*Parental contact will be made by telephone for major infractions (or a conduct report will be sent home with the student if telephone contact is unsuccessful.)

\*Warning of next step’s consequences will be given.

\*The Step Removal procedure/policy will be discussed with the student.

\*Student may be referred to the counselor.

**MINOR INFRACTIONS/CONSEQUENCES**

**Possible Minor Infractions:**

1. Disruption of classroom – talking, etc.

2. Excessive tardies

3. Failure to do consequences (depends on infraction)

4. Horse playing

5. Inappropriate clothing

6. Inappropriate language

7. Littering

8. Misconduct

9. Public display of affection (PDA)

10. Rude/Discourteous behavior

11. Uncooperative behavior

12. Unprepared for class

13. Throwing any object (food, cans, paper wads, pencils, etc.) other than items

 designed to be thrown.

14. Cell phone violations

**Minor Infractions: Consequences:**

1st Offense Warning/Conference

2nd Offense **Step 1** & Noon Detention/ISD

3rd Offense **Step 2** & Noon Detention/ISD

4th Offense **Step 3** & Noon Detention/ISD

5th Offense **Step 4** & Noon Detention/ISD/

 Short Term Suspension

6th Offense **Step 5** & Long Term Suspension

Corporal punishment can be considered as a consequence for some infractions if all other types of consequences have been tried without success and if both parent and school administration feels that this consequence is appropriate. See page **16** for more information.

**MAJOR INFRACTIONS/CONSEQUENCES**

**Possible Major Infractions:**

1. Repeated violation of school rules and/or disruption of classroom decorum.

2. Fighting

3. Disrespect of faculty, staff, and/or students

4. Truancy (skipping school). Failure to check out of school when leaving campus will constitute truancy. Failure to be in the assigned class during class time without authorization will constitute truancy.

5. Theft of school/personal property

6. Refusal to obey reasonable requests of school personnel

7. Lying- Intentionally giving information to misinform or mislead.

8. Possession/use of any tobacco product including electronic cigarettes or vaping paraphernalia.\*

9. Verbal or physical threats

10. Throwing rocks

11. Bullying

12. Knowledge of any type of illegal or improper materials/behavior of any type of illegal or improper materials/behavior of any type and failing to report it to someone in authority.

13. Inappropriate behavior such as indecent exposure, possession/sale of pornographic materials, inappropriate sexual comments.

14. Encouraging others to fight or engage in an altercation or illegal acts.

15. Use of cell phone to video or photograph inappropriate activity or in inappropriate areas (restroom, locker room, etc.).

16. Any reckless behavior that directly and/or intentionally endangers the welfare of an individual, a group of students, or the school in general including irresponsible use of social media that negatively impacts a student or group.

**Major Infractions: Consequences:**

 1st Offense **Step 3** & ISD/Corporal Punishment

 2nd Offense **Step 4** & ISD/Suspension

 3rd Offense **Step 5** Long Term Suspension

(10 days or more).

**THE FOLLOWING INFRACTIONS MAY RESULT IN AN AUTOMATIC STEP 5 PLACEMENT. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:**

1. Extortion (demanding money/items of value from someone through use of threats)

2. Assault or Assault and Battery

3. Sexual Harassment

4. Vandalism or destruction of school/personal property. Restitution will be required.

5. Gambling or any illegal activity.\*

6. Possession/Distribution/Use of imitation controlled dangerous substances, or “Turkey Drugs.” (Turkey Drugs: Any item intended to resemble an illegal drug.)

7. Wearing, carrying, writing, displaying, GANG paraphernalia, clothing or signs.

8. Tampering with Fire Alarm system or equipment.

9. Verbal threats of violence.

10. Participating in illegal activities on campus.

**POLICE CAN BE CONTACTED ON ANY OF THESE INFRACTIONS.**

Additional Consequences for Steps 3 & 4

Students will lose all in-school privileges if the student is on STEP 3 OR ABOVE. The student will have to remove enough steps to be on Step 2 before he/she will be allowed to participate. (See Step Removal Procedures).

**\*Loss of in-school privileges means no reward activities, athletic participation, school concerts, student council, school dances, etc.**

**\*\*Receiving a consequence for failure to complete an assigned discipline does not eliminate the previous consequences.**

**THE FOLLOWING INFRACTIONS WILL RESULT IN AN AUTOMATIC SUSPENSION. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:**

1. Possession or use of any type of firearm, gun, or explosive device, including replica and/or toy weapons.

2. Possession or use of any type of knife or instrument used as a knife-like weapon.

3. Possession, use, or distribution of any type of drug. (OTC, illegal, prescription, etc.)

4. Making a bomb or bomb threat

5. Making a prank 911 call

6. Arson

7. Making a terrorist threat, including any written or verbal threat to kill or do severe bodily harm to another person. Any synonym of “kill” will be considered a violation of this rule.

**NOON DETENTION**

Noon detention is a consequence that can be given to students at MHS for accumulating too many tardies, for minor classroom infractions, and for behaving inappropriately or disrespectfully during lunch time. The administration at MHS reserves the right to assign lunch detention for deserving students for other reasons as required. If a student is assigned to lunch detention, s/he will be required to report to the appropriate location (Room #13) and be on time (12:00 pm) with either paper and pencil or homework that can be completed. The lunch detention monitor will allow each student no more than 15 minutes to eat his/her lunch and put away the resulting trash in a waste container. Once finished with lunch, the student will either complete homework in the classroom or write from a teacher-assigned writing prompt for the remainder of the lunch period. At the designated time, the teacher will release the student in lunch detention to go to their next regularly scheduled class.

Skipping detention will result in additional disciplinary action. Teachers may hold a student in their rooms for detention or after school when a parent has prior notification.

**CORPORAL PUNISHMENT**

The School Board Policy and the Laws of the State of Oklahoma allow the use of corporal punishment as an option in the discipline plan of each school site. Other means of discipline will be used first in an effort to bring about positive behavior change; however, if other methods fail and corporal punishment is deemed appropriate the following guideline will be followed.

1. Corporal Punishment (CP) will be administered only by the principal or Dean of Students or by certified staff only with the approval and presence of the principal or Dean of Students.

2. A certified staff member will always be present when CP is administered.

3. CP will be administered in an area that allows privacy for the student.

4. A maximum of two swats will be given for any student per occurrence and per day.

5. Parents or legal guardians who do not wish to use CP must advise the building principal of the school on an annual basis. A “Parental Consent Form” will be made available to every parent/guardian to approve or not approve the use of CP on their child(ren). The form will also contain a confirmation of “yes” or “no” by the parent regarding being contacted by the school prior to swats being administered. Parents will always be contacted if CP is used.

**IN-SCHOOL DETENTION (ISD)**

The ISD program for Meeker Public Schools is designed to provide an educational alternative to student suspension. This program enables students to continue their academic program while being disciplined by separation from the regular class environment. The ISD program is designed primarily for short-term disciplinary actions of approximately 3 days. However, under special circumstances, students may be placed for longer time. Classroom hours for the ISD program are 8:00 a.m. to 3:20 p.m. Student’s transportation to school during their stay in ISD will be the same as any other day of regular school.

When a student is assigned to ISD, the teachers will provide assignments. It is the student’s responsibility to complete assignments made for the ISD period. Students must be allowed to complete any unit, nine week or semester tests that were given during the ISD period. Teachers may give these tests during the ISD placement if they choose to do so. It is the student’s responsibility to check in with the office before reporting to the ISD room. Students assigned ISD will receive full credit for assignments completed and will not be counted absent. ***Students will not be allowed to participate in or attend any school functions during the entire day they are assigned ISD.***  Failure to comply with rules and attendance requirements of ISD will result in suspension.

**OUT-OF-SCHOOL SUSPENSION**

Suspension denies the students the opportunity to attend class, school, or school-sponsored activities. Length of suspension may be:

1) for the rest of the day,

2) for a specific period of time,

3) until a conference with parents is held

4) for the balance of the current semester,

5) or for the remainder of the school year.

Suspension is used in extreme cases of misconduct or nonconformity to school rules, destruction of public/personal property, or actions endangering the welfare of others. Students who are suspended will receive full credit for assignments completed while they are assigned out-of-school suspension. For short term suspensions assignments are due the day the student returns back to school. For long term suspensions the due date for assignments will be determined on an individual basis. **No suspended student will be permitted to loiter about the school grounds or attend any school functions during their suspension.** After reinstatement, continuation of those acts which led to the suspension of the pupil is just cause for suspension for the balance of the current school semester or the remainder of the year.

**In Long-Terms Suspension cases, the student and his/her parents have the right to the following appeal process:**

**Parent(s)/Guardian(s) must request a hearing before the Superintendent of Schools within two (2) school days after the receipt of notice of suspension. Failure to request a hearing within the specified time shall constitute a waiver of the student’s right to a hearing.**

**STEP REMOVAL PROCEDURE POLICY**

Through good behavior, students placed on “Steps” will be eligible to petition his/her teachers for removal of a step. The following procedure will be followed:

1) Step removal procedure will be explained to the student at the time of step placement

2) The student must ask a principal for a step removal form

3) Student must meet the following criteria during a ten (10)\* consecutive school day period. S/He must be in attendance in all classes with:

 **a)** **No referrals to office**

**b) All assignments completed and proper materials brought to class**

**c) No earned classroom detention**

**d) No tardies**

4) The student will carry a step removal sheet to each of his/her teachers. At the end of the class period the student will ask the teacher to initial the date block for that day. If a student forgets to request the teacher’s signature or fails to have the sheet in class, it will be the decision of the teacher whether s/he will sign it retroactively.

5) At the end of the 10 day period the teachers will sign the **APPROVED** or **DISAPPROVED** block on the step removal. If all but one staff member approves the step removal, the step will be removed.

**If two staff members disapprove of the step removal, then the student may reapply at the end of the ten day period that started with initial step removal application.**

After the APPROVED block is signed by all teachers, the student must take the step removal form to the main office at which time it will be entered into the student’s discipline file, and s/he will return to the previous step. The student will be notified of the step removal.

\* **A student may petition to remove a step in a 5 day time frame if he/she agrees to do “Community Service” (give up one-half of his/her lunch period to help the office) during the entire step removal process. If at any time a student does not comply or fails to fulfill the agreement then the step removal will revert to the 10 day removal time frame.**

**\*\*** If a student loses his/her form before completion of the removal, he/she must pick up a new form and start over.