

Herma S. Simmons Elementary School- Discipline Guidelines

Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
Level 1				
1-1	Dress Code Violation	AW/ACP	LD 1)/ VPCP	AD 1)/ VPCP
1-2	Classroom Disruption	LD(1-2)	AD(1)/ VPCP	AD(2)/ VPCP-Further offenses could result in FS, ISS, or OSS
1-3	Minor Student Misconduct	LD(1-2)	AD(1)/ VPCP	AD(2)/VPCP
1-4	Cafeteria/Recess/Hallway Misconduct	LD(1-2)	LD(2-3)/ VPCP	LD(3-5)/ VPCP
1-5	Inappropriate Use of Electronic Device	Device Taken/LD(1)	Device Taken/AD(1)/ VPCP	Device Taken/AD(2)/ VPCP
Level 2				
2-1	Minor Bus Misconduct	AD(1)	BS(2)/ VPCP	BS(3)/ VPCP- Further offenses could result in bus expulsion.
2-2	Major Bus Misconduct	BS(1)	BS(2)	BS(3-5)-Further offenses could result in bus expulsion.
Level 3 ALL LEVEL 3 BEHAVIORS RESULT IN RESTRICTION FROM EXTRACURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 10 DAYS				
3-1	Insults to Others/Unwelcome Interactions	LD(2]	AD(1-2)/ VPCP	AD(2 hour)/VPCP- Further offenses could result in ISS and/or OSS
3-2	Excessive Physical Contact	AD(1)	AD(2 hour)/VPCP	ISS(1-3)/VPCP
3-3	Major Student Misconduct	AD(1)	AD(2 hour)/ VPCP	ISS(1-3)/ACP/ Further offenses could result in OSS
3-3	Insubordination	AD(2)	AD(2 hour)/ VPCP	ISS(2-4)/ACP-Further offenses could result in OSS
3-4	Academic Dishonesty/Forgery/Altering School Documents	LD(2)	AD(2)/ VPCP	AD(2 hour)/ VPCP

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3-5	Failure to Follow Emergency Procedures	AD(1)	AD(2)/ VPCP	AD(2 hour)/ VPCP
Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
3-6	Cutting Teacher Detention	AD(1)	AD(2)	AD(2 hour)/ VPCP
3-7	Gambling	AD(1)	ISS(1)/ VPCP	OSS(1)/ VPCP
3-8	Profane/Vulgar Language/Gestures, Inappropriate Behavior	AD(1)	AD(2)/ VPCP	AD(2 hour)/VPCP-Further offenses could result in ISS and/or OSS
3-9	Minor Vandalism/Theft	AD(2 hour)/RR	ISS(1-2)/RR/ VPCP	OSS(1-3)/RR/ VPCP /NP
3-10	Minor AUP Violations	AD(1)	AD(2)/VPCP	AD(2 hour)/VPCP
3-11	Possession of Tobacco	AD(1)	AD(2)/VPCP/CCC	ISS(2)/VPCP/CCC
3-12	Disorderly Misconduct	AD(1)	AD(2 hour)/VPCP	ISS(1)/VPCP
Level 4	ALL LEVEL 4 BEHAVIORS RESULT IN RESTRICTION FROM EXTRACURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 15 DAYS			
4-1	Abusive Language Directed at a School Employee	ISS(1)/VPCP	OSS(2)/VPCP	OSS(3)/VPCP
4-2	Dangerous Misconduct	ISS(1-2)	OSS(2)/VPCP	OSS(4)/VPCP
4-3	Failure to Attend Administrative Detention	AD(2 hour)	ISS(1-2)/VPCP	OSS(1-2)/VPCP
4-4	Use of Tobacco Products/Smoking on School Property	ISS(2)/VPCP/CCC	OSS(1-2)/VPCP/NP/CCC	OSS(4)/VCVP/NP/RS
4-5	Truancy/Leaving School Without Permission	AD(2)	AD(2 hour)/VPCP	ISS(2-4)/VPCP
Level 5	ALL LEVEL 5 BEHAVIORS RESULT IN RESTRICTION FROM EXTRACURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 20 DAYS			
5-1	HIB	OSS(2)/VPCP/CCC	OSS(3)/PCP/CCC/NP	OSS(4)/PCP/CCC/NP/RS
5-2	Sexual Harassment	OSS(3)/VPCP/CCC	OSS(4)/TA/CCC/PCP	OSS(5)/TA/RS/NP/CCC
5-3	Disruption of School	ISS(1)/VPCP	ISS(2)/VPCP	OSS(2-4)/RS

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S-4	Major AUP Violations	OSS(4)/VPCP/CCC	OSS(5)/PCP/CCC	
Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
S-5	Possession of Look Alike Drugs or Weapons	AW/VPCP	ISS(1)/RSI/CCC	OSS(3)/TA/CCC/RS
5-6	Weapons Violation	OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS	
5-7	Fighting	OSS(2)/RSI/NP/VPCP	OSS(3)/PCP/NP/RSI	OSS(4)/TA/NP/PCP
5-8	Simple Assault	OSS(3)/NP/VPCP	OSS(4)/NP/RS/TA	
S-9	Assaulting a School Employee	OSS(4)/NP/PCP	OSS(4)/NP/RS/TA	
5-10	Threat Against School Employee	OSS(min. 4)/TA/NP/CCC		
5-11	Threat Against Other Students	OSS (3) / TA/CCC	OSS(4)/ROI/R5	
5-12	Substance Abuse/Possession/Distribution	OSS(4)/RSI/NP/PCP	OSS(4)/RSI/RS	
5-13	Indecent/obscene Exposure	OSS(1)/VPCP	OSS(2)/PCP/CCC	OSS(3-4)/RS/CCC
5-14	Major Vandalism/Theft/Arson	OSS(3)/RR/NP/CCC/VPCP	OSS(4)/RR/NI/CCC/PCP	OSS(4)/RR/NP/CCC/RS
5-15	Terroristic Threat/Bomb Offense	OSS(4)/TA/NP/VPCP	OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS
5-16	Gang Related	OSS(3),*NP	OSS(4)/NP/PCP	OSS(4)/NP/RS
5-17	Extortion	OSS(3)/TA/VPCP	OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS

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Herma S. Simmons Elementary School- Discipline Action Codes

CODE	
AW	Administrative Warning
AD(1)	Administrative Detention One Day
AD(2)	Administrative Detention Two Days
ACP	Administrator Contacts Parents
BS	Bus Suspension
CCC	Clayton Counseling Center
AD(2 hour)	Administrative 2-hour Detention
ISS(1)	In School Suspension One Day
ISS(2)	In School Suspension Two Days
ISS(3)	In School Suspension Three Days
ISS(4)	In School Suspension Four Days
LD	Lunch Detention
NP	Notify Police
OSS(1)	Out of School Suspension One Day
OSS(2)	Out of School Suspension Two Days
OSS(3)	Out of School Suspension Three Days
OSS(4)	Out of School Suspension Four Days
PCP	Principal's Conference with Parents
RS	Referral to Superintendent
RSI	Referral Student Services- SAC, Counseling, CST, etc.
RR	Restitution Required
TA	Threat Assessment
VPCP	Vice Principal's Conference with Parents

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