

CODE OF CONDUCT
DISCIPLINE GUIDELINES

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	Teacher Warning	LD(1)	AD(1)
1-2	Classroom Disruption	LD(1-2)	AD(1)	AD(2)/ VPCP-Further offenses could result in AD(2 hour), ISS, or OSS
1-3	Minor Student Misconduct	LD(1-2)	AD(1)	AD(2)
1-4	Cafeteria/Recess/Hallway Misconduct	LD(1-2)	LD(2-3)	LD(3-5)
1-5	Inappropriate Use of Electronic Device	Device Taken/LD(1)	Device Taken/AD(1)	Device Taken/AD(2)
Level 2				
2-1	Minor Bus Misconduct	AD(1)	BS(2)	BS(3)- 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 EXTRA CURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 10 DAYS

NOTE: Level 3, 4, and 5 infractions, third offenses and more could be subject to in-school and out of school suspensions.

3-1	Insults to Others/Unwelcome Interactions	LD(2)	AD(1-2)	AD(2 hour)
3-2	Excessive Physical Contact	AD(1)	AD(2 hour)	ISS(1-3)
3-3	Major Student Misconduct	AD(1)	AD(2 hour)	ISS(1-3)
3-3	Insubordination	AD(1-2)	AD(2 hour)	ISS(2-4)
3-4	Academic Dishonesty/Forgery/Altering School Documents	LD(2)	AD(2)	AD(2 hour)
3-5	Failure to Follow Emergency Procedures	AD(1)	AD(2)	AD(2 hour)
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)
3-7	Profane/Vulgar Language/Gestures, Inappropriate Behavior	AD(1-2)	AD(2 hour)	ISS (1)
3-8	Minor Vandalism/Theft	AD(2 hour)/RR	ISS(1-2)/RR	OSS(1-3)/RR/NP/PCP

3-9	Minor AUP Violations	AD(1)	AD(2)	AD(2 hour)
3-10	Disorderly Misconduct	AD(1)	AD(2 hour)	ISS(1)/PCP
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)	OSS(2)	OSS(3)/PCP
4-2	Dangerous Misconduct	ISS(1-2)	OSS(2)/PCP	OSS(4)/PCP
4-3	Failure to Attend Administrative Detention	AD(2 hour)	ISS(1-2)	OSS(1-2)
4-4	Possession/use of Tobacco Products/Smoking on School Property	ISS(2)/CCC	OSS(1-2)/PCP/CCC	OSS(4)/PCP/NP/RS
4-5	Truancy/Leaving School Without Permission	AD(2)	AD(2 hour)	ISS(2-4)/PCP
Level 5 ALL LEVEL 5 BEHAVIORS RESULT IN RESTRICTION FROM EXTRA CURRICULAR AND OTHER IN SCHOOL ACTIVITIES FOR 20 DAYS				
5-1	HIB	OSS(2)/RSI	OSS(3)/PCP/CCC/RSI/NP	OSS(4)/PCP/CCC/RSI/NP/RS
5-2	Sexual Harassment	OSS(3)/RSI	OSS(4)/TA/CCC/PCP	OSS(5)/TA/RS/NP/CCC

5-3	Disruption of School	ISS(1)	ISS(2)	OSS(2-4)/PCP
5-4	Major AUP Violations	OSS(4)/RSI/CCC	OSS(5)/PCP/RSI/CCC	
5-5	Possession of Look Alike Drugs or Weapons	AW	ISS(1)/RSI/CCC	OSS(3)/TA/CCC/RS
5-6	Weapons Violation	OSS(4)/TA/NP/PCP	OSS(4)/TA/NP/RS	
Level of Offense	Type of Offense	First Offense	Second Offense	Third Offense-Plus
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	
5-9	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)/RSI/RS	
5-12	Substance Abuse/Possession/Distributi on	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/VP CP	OSS(4)/RR/NP/CCC/P CP	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

The discipline infractions listed serve as guidelines for the administration, and the administration reserves the right to exercise their judgment in the assignment of consequences.

*Students in grades K-2 are subject to disciplinary consequences that are more developmentally appropriate.

Herma S. Simmons Elementary School- Discipline Action Codes

CODE	
AW	Administrative Warning
AD(1)	Administrative Detention One Day
AD(2)	Administrative Detention Two Days
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 Conference with Parents