

## General Guidelines for MC<sup>2</sup> Discipline Policies

Most disciplinary offenses fall into the categories on this chart. Illegal activities will not be tolerated and will necessitate administrative action as well as police investigation/referral. The minimum action line does not mean “*first offense*.”

An administrator may take action deemed appropriate.

Misconduct	Definition	Minimum Actions	Maximum Actions
Acceptable Use Policy Violations	Utilizing MC <sup>2</sup> 's computers/network system to endanger safety of self/others, engage in illegal activities, hinder security, use inappropriate language, plagiarize, access inappropriate materials, hinder student rights or violate privacy.	Temporary loss of computer privileges Detention	Permanent loss of computer privileges Restitution Suspension Expulsion Police referral
Inappropriate Attire	MC <sup>2</sup> Dress Code Policy	Change of clothing Parent notification	Suspension for repeat violations
Cheating	Turning in work that is not yours Copying (homework / other) Crib notes, cheat sheets Buying or selling work Handing out or selling copies of tests/ answer sheets Forgery of notes or passes	Failing grade on work Parent contact Suspension	Failing grade Expulsion
Computer Misuse	Violation of internet use policy misuse of computer	Detention Revocation of computer privileges Suspension Citations	Expulsion Restitution
Disruption/ Chronic Disruption (Classroom, cafeteria, hallways, etc.)	Behavior that disrupts the educational process of others by involvement in misconduct that reoccurs on a regular basis over a period of time, including instigating a riot	Removal from the class or cafeteria Parent contact Teacher contact Detention	Withdrawal from class Suspension Expulsion Loss of cafeteria privileges
Drugs/Alcohol	Under influence/ possession use/ selling Possession of drug paraphernalia	Suspension Parent contact Citation Random Searches	Suspension Arrest Expulsion Police Referral Police Investigation

Electronic Devices	Cell phones, iPods and other music players will be turned off and put-away during the school day.	Confiscation Parent contact 1 <sup>st</sup> Offense: Phone taken, stored and returned at end of day 2 <sup>nd</sup> Offense: Phone taken, stored, and parent/guardian must pick up after school 3 <sup>rd</sup> Offense: Phone will be checked in to the office at the start of each day	Suspension
Failure to Serve Assigned Detentions	Detentions must be served within 3 days of assignment	Parent Conference Non-remittance to school	Suspension
Fighting/Assault	Physical confrontation Deliberate striking another person	Parent contact Suspension Police Referral/ Investigation	Expulsion
Gambling	Any action involving the betting on cards, sporting events, etc. No dice shooting	Detention Suspension Parent contact	Police referral Police investigation Expulsion
Gang Activity	Disruption and intimidation caused by gang symbols on material, jewelry, clothing, body Gang posturing which provokes an altercation	Intervention Parent contact Police referral	Suspension Expulsion
Harassment	Disturbing by name calling, pestering, tormenting or threatening actions that are meant to demean another. No physical contact such as pinching, grabbing, kicking, hitting, pushing or shoving	Investigation by administrator Detention Parent contact "Cease and Desist" order	Suspension Expulsion Police Referral
Hats, Coats, Headgear and Headphones	No wearing of head covering, jackets, coats, headphones in the building from 7:45 AM -3:00 PM	Removal of hat/coats/ headphones Detention Parental notice Administrator holds hat/ coat/ headphone until further notice	Continual and repeated violation will result in suspension
Leaving Campus w/o Prior Permission Walkouts	Closed campus PRIOR permission must be given by the office before leaving grounds	Detention Loss of exam exemption Absence will be considered unexcused	Police referral Suspension
Lighters/ Matches Explosives	No possession or use of lighters, matches, stink bombs, fireworks and other explosives on school premises	Confiscation Suspension	Suspension

Loitering	Includes on school property including hallways, classrooms, in vehicles or on streets adjacent to school grounds or trespassing while expelled	Detention Parent Contact	Suspension Police referral Expulsion
Refusal to Comply Disrespect/ Insubordination	Refusal to obey reasonable rules, confronting staff, throwing objects, refusing to follow directions, making loud noises or leaving class without permission	Referral to office Parent contact Detention Suspension	Removal from class Expulsion
Smoking/ Possession of Tobacco Products	In school building, at school sponsored activities or on school grounds	1st offense suspension Referral to police	Additional offenses, suspension, and or expulsion Citation
Theft	The taking of school/personal property without permission	Parent contact Police referral/ investigation Restitution Detention Suspension Expulsion	Expulsion
Truancy Or Tardiness	Absent without parent/ guardian excuse (includes all classes and study halls); excessive absenteeism; leaving campus without permission  Not in classroom when bell rings	Warning Parent contact Parent conference Detention Police referral	Suspension DA Referral
Vandalism	Defacement/ destruction of school or personal property Arson or attempted arson	Restitution Parent Contact Suspension Police referral/investigation	Expulsion
Verbal Abuse Profanity	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive, including the possession of obscene materials pictures or articles	Parent Contact Detention Suspension	Suspension Expulsion
Weapons Guns/ Knives	Possession, use or threat of using a gun or knife	Suspension Expulsion Police Investigation	Expulsion
Weapons Other	Any object by the way it is used or intended to be used that is capable of inflicting bodily harm (including pepper spray, laser pointers and shocking devices)	Suspension Parent contact Referral to Police	Expulsion